

8th July 2021



**The Queen Elizabeth
Academy**

“We Can and We Will”

Y11 Students and their Parents and Carers

Dear Students and Parents/Carers,

Results 2021 & Teacher Assessed Grades – Summer Appeals process

You will be aware that, in line with our centre policy (which is available on our website), we have submitted the teacher assessed grades for public examination groups this summer to our exam boards.

We are writing now to give you more information about results days and our processes for conducting appeals. We are confident that our open approach to communication throughout the last few months will result in very few of you feeling the need to appeal, but it is important that we have systems in place nevertheless.

GCSE results day this year is **Thursday 12 August**. On results day, results can be collected in the morning from 9.00am until 11am. Results will be available for collection from the Drama Studio, which can be accessed on the day via the outside of the building, following the applicable signage that will be in place to direct you. Several members of our staffing body will be here during this time to support you and to answer any questions you may have. Should there be any national or local covid guidelines in place please ensure you follow them when entering the building.

Appeals

As you know, we have conducted a thorough and robust process in order to arrive at the grades we have submitted – both our procedures and our judgments have been subjected to significant moderation and scrutiny, so we are confident that there should be few, if any, surprises on results day.

Nevertheless, our approach to managing appeals will be in line with the guidance issued by the Joint Council on Qualifications which you can read in full via https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021.pdf. The appeals process is the only means by which you can register a concern about any of your grades.

There are two stages of appeal:

- Stage 1 – a centre review, where you ask us to consider whether there may have been any administrative or procedural errors in how we managed the process
- Stage 2 – an exam board review, where, if you are not satisfied with our response at stage 1, you can ask us to submit an appeal to the exam board, either on the basis of administrative or procedural error or because you believe we have made the wrong academic judgment in respect of your results.

There are also two types of appeal:

- ‘Priority’ appeal – which is for A-level and level 3 students only whose results mean that they will not obtain their firm offer of a place in Higher Education
- ‘Non-priority’ appeal – which is for all other students.

Please note - Priority appeals will not apply in our academy.

Principal: Mr. N Harding - (BA Hons) PGCE NPQH

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If you wish to log a 'non-priority appeal' you must log a request for a centre review **by no later than Friday 3 September** – we will ensure you have the results of that review by Friday 10 September so that you can then let us know if you wish to request an exam board review, which must be done **by no later than Friday 17 September**.

We will respond to any feedback from exam boards as a result of stage 2 appeals within ten working days, subject to the availability of relevant staff.

All appeals must be logged by completing the relevant part of the form which is available via https://www.icq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf and submitting this in good time to Charlotte Swaby our Examinations Officer, via c.swaby@tgea.org.uk.

It is important that we let you know three things in particular about this year's appeals process:

1. The outcome of an appeal may be that your grade is raised, but it may equally mean that your grade stays the same or is even lowered, as the review at each stage will be very thorough.
2. It is possible that the appeals process will cause the grades of other students to need to be reviewed as well (for example, if there is a procedural error identified which affects a whole group) – if this is the case we will of course ensure that all those affected are informed immediately.
3. The full guidance is very clear about the depth of the process for conducting reviews where an appeal is based on the belief that the academic decision is wrong – it is likely that there will be a very high bar set for any appeals in this regard.

As ever, we are looking forward to celebrating the achievements of all our students this summer, but if you have any questions relating to anything in this letter please do not hesitate to let us know via c.swaby@tgea.org.uk or 01827 712477.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N Harding', with a stylized flourish extending to the right.

Mr N Harding
Principal
The Queen Elizabeth Academy