

18th June 2021
Ref: GKA/AGL/KPA



RUSHEY MEAD
ACADEMY

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Principal: Mrs G Kader

Dear Parent/Carer

Your son/daughter will be receiving their GCSE results on Thursday 12th August 2021. The results will be emailed out to them using their school email address by 9.00am.

As mentioned in previous correspondence, this year exam results have been different to previous years with formal examinations by awarding exam bodies cancelled. Instead evidence was gathered by teachers of student performance and used to determine a final examination grade.

We are confident as a school that the grades we have given are accurate and reflect the performance your child has demonstrated. Very strict and tight procedures were put into place to ensure that the grade is accurate. These are outlined below:

School Procedure for Awarding Grades

Students should be confident in their grades because of the following measures the school has put in place:

- An effective Centre Policy, approved by the exam boards, which has been adhered to by all centre staff involved in the determination of teacher assessed grades.

The Centre Policy can be found on the school website in the following location:

<https://www.rushey-tmet.uk/wp-content/uploads/2021/04/Summer-2021-Centre-policy-RUSHEY-MEAD.pdf>

- A high standard of internal quality assurance was used to determine teacher assessed grades and ensure that they were based only on student evidence and we have ensured that there are no administrative or procedural errors.
- Effective provision of access arrangements for all eligible students was put into place.
- Effective arrangements put into place for students that may have been disadvantaged during an assessment that contributed to their grade either by taking the circumstances into account in determining grades or by using alternative evidence that was unaffected by the adverse circumstances.
- Communication with students and parents/carers so that you were fully informed of the centre's approach to determining their grades before grades were submitted to the awarding organisations, including the evidence used.
- Students were all shown their own folders of evidence prior to grade submission and given an opportunity to comment and/or raise concerns.
- Procedures were put into place to ensure accurate recording and effective checking of information for the students to avoid errors in submitting teacher assessed grades.

All of this has been overseen by Mrs Kader (Principal) and Mr Glover (Assistant Principal).

Having outlined above, we do understand that some students may wish to appeal their grade. This letter will outline the reasons for appeals that the government have outlined and the process that needs to be taken should your child wish to do so.

Grounds for Appeal

The governing body for examinations in this country (JCQ) have specified that appeals CANNOT be made just because your son/daughter believes they should have received and wanted to receive a better grade. There must be reason to believe that a genuine error has occurred.

Your son/daughter has completed a Student Declaration form to confirm that the work in their evidence folder that was used to determine their grade was their own work and that they were satisfied with the evidence selected as a fair representation of their performance, so this should be considered before making an appeal.

The grounds for appeal specified by JCQ are:

1. Administrative error
2. Procedural error (e.g. Centre Policy not followed, Access Arrangements not given etc)
3. Unreasonable exercise of academic judgement

It must also be noted that appeals can result in grades going up AND down. This is very important to understand. If the grades go down as a result of the appeal, neither we as a school or the awarding body can reverse this decision. **That lower grade will be your child's final grade.**

Appeals Procedure

A timeline for the appeals procedure has been attached to this letter.

An appeal can only be made against a result issued. An appeal cannot be made if a student was withdrawn and no grade was provided to the exam board.

Appeals are split into two stages. An internal Stage 1 appeal and then an external Stage 2 appeal conducted by the exam boards. Students must authorise appeals and can't have parents/carers acting on behalf of them.

Stage 1 – Centre Review

This review focuses on:

1. Administrative error
2. Procedural error (e.g. Centre Policy not followed, Access Arrangements not given etc)

Any student wishing to appeal their grades must complete the Stage 1 – Centre Review Request Form (Attached).

This form MUST be hand signed by the student so it will need to be completed and then dropped off to the main reception at school in a timely manner to ensure the appeal is processed. WE WILL NOT ACCEPT ELECTRONIC COPIES. **The deadline for the school to receive these forms is Monday 16th August.**

The school will then perform the review according to the JCQ guidelines. Checks will be made to ensure that the correct grades were applied to the system and the evidence folders will be checked

alongside the Assessment Record Form to ensure that the evidence used and how it was used matches with the department procedure that Mrs Kader as Head of Centre signed off.

Once this review is completed, the verdict will be EMAILED to the student using their school email address **by Wednesday 25th August.**

If your son/daughter still wishes to take the appeal further they can progress to a Stage 2 Appeal. The request must be dropped off to school by **Monday 30th August. Any late appeals will not be processed.**

Stage 2 – Exam Board Review

This review focuses on:

1. Administrative error by the exam board.
2. Procedural error (e.g. Centre Policy not followed, Access Arrangements not given etc) – *double checking the school's Stage 1 appeal*
3. Unreasonable exercise of judgement by the school in the choice of evidence from which to determine the grade.

Unreasonable exercise of judgement is when your son/daughter believes:

- Based on the evidence they have seen and signed off approving that there is a mistake in the way the final grade has been determined.
- The selection of evidence is incorrect.

All appeals **MUST** go through the school and exam boards **WILL NOT** accept appeals sent directly to them.

The exam board will also not accept different evidence a student or parent puts forward.

As with a Stage 1 appeal, any student wishing to appeal their grades, must complete the Stage 2 – Exam Board Review Request Form that will be emailed out alongside the verdict of the Stage 1 Appeal. This form **MUST** again be hand signed by the student so will need to be completed and then dropped into the main reception at school. **WE WILL NOT ACCEPT ELECTRONIC COPIES.**

The school must then complete a checklist provided by JCQ as well as submit the evidence used for the grade to the exam board. Once the appeal has been submitted, your son/daughter will be emailed to confirm that this step has been completed.

Your son/daughter has the right to withdraw the appeal as long as no finding has already been made by that time. A withdraw request can be made via your son/daughter's school email address and should be emailed to Mr Glover (aglover@rushey-tmet.uk)

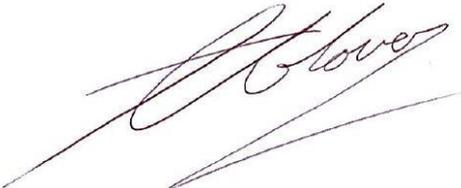
The outcome of the appeal will be shared with the school and then emailed to your son/daughter using their school email address.

Following the conclusion of the awarding organisation's appeal process, a student who remains concerned their grade was incorrect may be able to apply for a procedural review to the Exam Procedures Review Service (EPRS) from the relevant regulator. There are EPRS processes for Ofqual (England) and Qualification Wales. The regulators will provide further details about the EPRS processes for summer 2021 before results days this summer.

As mentioned previously, we at Rushey Mead Academy are confident in our approach and procedures this year to ensure that all students have received exam results that are accurate and which reflect the performance of your child.

We would like to take this opportunity to wish your son/daughter the very best for their future, we are extremely proud of them and all they have achieved during their time at Rushey Mead Academy and thank you as families for the support we have received from yourselves over the last five years.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mr Glover', with a long horizontal flourish extending to the left.

MR GLOVER
ASSISTANT PRINCIPAL: KS3 & KS4 ACHIEVEMENT