

Dear Parent/Carer of Year 11, 12 or 13 students ,

We are writing to update you regarding the BTEC, GCSE, A level and other vocational qualification assessments. All the *Teacher Assessed Grades (TAGs)* were submitted to the exam boards in June and are now undergoing further moderation and quality assurance by the exam boards. This letter provides further details about the results days, assessment process, awarding of grades and the procedure for appeals this year.

You can access our exams policy for this year [HERE](#). You can download the national *JCQ Guidance for students and parents* [HERE](#).

### Exam Results Days in Summer 2021

Exam results this year will be released as follows:

- A Levels and Level 3 Qualifications: **Tuesday 10 August** (6<sup>th</sup> Form Centre)
- GCSEs and Level 2 Qualifications: **Thursday 12 August** (Arts Centre)

On the relevant date, your son/daughter can report to the appropriate building from their allotted time (see below). We will ask parents and carers to wait outside whilst students are issued their results' envelope. There will be a representative from Careers Southwest on hand to give advice as well as representatives from each faculty and the Sixth Form team on hand to discuss next steps. Year 11 students will be invited to sign up for our Sixth Form or gain advice about their options and Year 13s will be supported with UCAS and other enquiries.

Students should collect their own results. However, if someone else is to collect the results, then that person will need signed permission from the student; they should bring ID. Alternatively, you can leave a stamped addressed A4 envelope with the exams office and your results will be posted on results day. No results will be given out by telephone under any circumstance. If students have changed address recently or do so during July and August please inform us as soon as possible. For other queries on results collection, please contact our Exams Officer at [julia.sutherland@teignmouth.devon.sch.uk](mailto:julia.sutherland@teignmouth.devon.sch.uk).

10<sup>th</sup> August – any students from 830 onwards.

12<sup>th</sup> August –  
11SHW 0830  
11HIS 0850  
11JER 0910  
1GDM 0930  
11KPM 0950  
11JOA 1010  
Year 12s Anytime from 0830

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## Appealing Grades in Summer 2021

### How were my / my child's grades arrived at this year?

TAGs were submitted to the exam boards by us as a holistic assessment of students' performance in a subject. This followed a rigorous process of assessment, moderation, and quality assurance. These grades were then approved by the relevant exam board, following external quality assurance checks.

The exam boards have requested some work to moderate, the school supplied this, and the exam boards have not adjusted any TAGs as a result; the exam boards have approved the school's process so far this year.

### What do I do if I'm not happy with my / my child's grade?

If you believe that any criteria have not been met (see below) then you may appeal. It is important to note that an appeal may result in a grade being lowered, staying the same, or going up. If a student puts in an appeal and their grade is lowered, they will receive the lower mark.

There is also the option to resit GCSEs, A levels and some AS levels in the autumn, which may be preferable to some students. The design, content and assessment of these papers will be the same as in a normal year.

### What are the grounds for appeal?

There are four main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

- You think we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.
- You think we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the exam board. An example of this would be where you've been told you should have received extra time for assessments, but this was refused in a certain subject.
- You think the **academic judgement on the selection of evidence was unreasonable**: you think the evidence used to grade you was not reasonable.
- You think the **academic judgement on the grade you were given was unreasonable**.

### What does 'unreasonable' mean?

'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade. This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence. It also means that the independent reviewers will **not** remark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.

### What will be the outcome of an appeal?

At either stage of the appeals process (see 'What are the two stages of an appeal?' below), a student's grade may go up, stay the same, or go down. When placing an appeal, the student will have to sign a declaration

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saying that they accept the fact their grade may go down and they may get a lower grade than their original TAG.

### **What's a priority appeal?**

Priority appeals will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of 8 September. Priority appeals are only open to **A level students starting university this autumn, who have missed out on the conditions of their firm or insurance offer**. If you decided not to confirm a firm conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal. JCQ cannot offer priority appeals for GCSE students, unfortunately. When making a priority appeal, students will have to include their UCAS number so it can be confirmed that it is a genuine priority appeal.

### **What should I do if I don't get into my first choice of university?**

First, don't panic. Speak to Mr Lewis, Mrs Deeks, or Mrs Milsom about your options. You may wish to go through clearing or sit the autumn exams or summer exams next year to try to improve your grade. If you are going to appeal your grade, you must let your university know you are appealing. They will then let you know whether they will hold a place for you pending the outcome of an appeal (note that universities are not obliged to hold a place for you; this is at their discretion).

### **What should I do before I appeal?**

Students must read the *JCQ Student and Parent guide* before appealing, which will be available on the JCQ website by results days. We may not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in normal years, as we have already moderated, and quality assured all the grades ourselves.

### **What are the two stages of an appeal?**

All appeals, on any of the grounds above, must first go through a **centre review**. At this stage, we will check for any administrative errors, and check that our policies and procedures were followed correctly. Our policy has already been approved by the exam boards, so we are only ensuring that we followed this properly.

The outcome of the centre review will be communicated to students when made.

At the centre review stage, if we find that a grade should go up or down, we will ask the exam board to change it. They will then consider this request.

Following the outcome of a centre review, students may still choose to pursue an **awarding organisation appeal**. They must fill in the form below, which we will then send on their behalf to the exam boards. Students and parents cannot send appeals directly to the exam board themselves – it must come from us. The outcome of the awarding organisation appeal will be communicated to students when made.

### How do I make an appeal?

Following results days, students should fill in the first section of the JCQ form [here](#) and send it to [philip.humphrey@teignmouth.devon.sch.uk](mailto:philip.humphrey@teignmouth.devon.sch.uk) for a priority appeal or to [julia.sutherland@teignmouth.devon.sch.uk](mailto:julia.sutherland@teignmouth.devon.sch.uk) for all other appeals.

### What are the deadlines for priority appeals?

The suggested deadline for requesting a priority appeal is 16 August (students cannot appeal before results day on 10 August). We will attempt to complete the centre review by 20 August\*. If students wish to progress this to an awarding organisation appeal, they must send the completed form to us by 23 August for priority appeals.

\*At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g., subject teachers, SEND knowledge). This may not be possible in August. In such cases, we may have to wait until the start of term, but priority appeals will still be treated as a priority.

### What are the deadlines for non-priority appeals?

Non-priority appeals are any A levels, GCSEs, or vocational qualifications, where a firm or insurance university place is not pending.

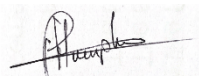
The deadline for submitting a centre review is 3 September; and the deadline for submitting an awarding organisation appeal is 10 September. Appeals received after these dates may still be considered.

### You know my / my child's grades. Why can't you tell us? What if you know we haven't met our university conditional offer?

We are prohibited from disclosing the Teacher Assessed Grades to any third party, including students and parents, until results days. Any teacher or member of staff who does this is committing exam malpractice. Although students may have been given marks or grades on single pieces of evidence, we cannot disclose the final submitted TAG.

During the external quality assurance process currently taking place, our submitted TAGs may be moved up or down (although this will always be done through human agency, not by an algorithm). We only know what a student's conditional offer is if they have chosen to share that information with us. It has not formed part of our objective grading of students. Where we do know this information, we must not let students know their submitted TAGs, even if they haven't met the conditions of their offer.

Yours faithfully



Phil Humphrey

Assistant Head



James O'Connell

Principal

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