



5 July 2021

Dear Year 11 and Year 13 Students and Parents/Carers

## EXAM RESULTS AND APPEALS SUMMER 2021

I hope you are all keeping safe and well. I am writing to you today to outline the arrangements for collecting your results this summer and also to explain what we currently know about how the process for any appeals will operate. There is quite a lot of information in this letter so please do keep it somewhere safe and if you have any questions, don't hesitate to contact us at the school.

## COLLECTION OF RESULTS

### Collection in Person

Exam results can be collected from the **Sports Hall** on the dates below:

- **A Levels and BTEC - Tuesday 10 August 2021**  
Year 13 results – available from 8.30am
- **GCSE – Thursday 12 August 2021**  
Year 11 results – available from 8.30am

If you wish for someone to accompany you, we ask that you limit this to only 1 person.

### Unable to collect in person

If you are unable to collect in person, you can do one of the following:

- Provide the Exams Officer with an **A4** stamped addressed envelope with a 1<sup>st</sup> class LARGE letter, stamp affixed, by the end of term (Friday 16 July) and your results will be posted to you. Please be aware that exam board regulations state that results can only be posted on results day itself so you may not receive your results until a few days after result publication, dependent on the postal system.
- Provide the Exams Officer with written permission for someone else to collect your results on your behalf. Parents must also have your written permission to collect on your behalf. A copy of the permission form is available on the Exams page on the school website under the heading 'Examination Results Collection': [www.sjl.herts.sch.uk/743/exam-information](http://www.sjl.herts.sch.uk/743/exam-information)
- The permission form must be handed in when the results are collected and your nominated representative will require a form of identification (e.g. passport, driving licence). Please note that exam results are not provided over the phone, or by text or email under any circumstances.

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## **Advice and Guidance**

The Sixth Form team and the Senior Leadership team will be available to provide advice and guidance on UCAS clearing/Sixth Form entry requirements/Sixth Form places following results collection. Please enter the Sixth Form block using the front doors.

## **APPEALS**

Before you consider appealing your grade, please make sure that you have read Sir John Lawes School's Centre Assessment Policy which was shared with you earlier in the year and is also available [here](#). It outlines the processes that your teachers have followed to ensure that you have been awarded a fair grade in each subject. You should already know from your teachers what evidence has been used to determine your grades and we have also taken account of reasonable adjustments and access arrangements where necessary. In addition to the work that has been done in school and across the Scholars' Education Trust to quality assure your grades, we have also had to send samples of student work to the exam boards where subject experts (usually experienced examiners) are reviewing the evidence to check that our academic judgement has been reasonable. We therefore believe that the grades that are finally issued to students will be as fair and consistent as they can be.

Every year there are students who are disappointed with the grade they achieve. This is not the same as the grade being wrongly awarded, and if you are disappointed with your grade, you could consider sitting exams in the autumn to improve it. The exam boards have confirmed that they will be offering GCSE/AS and A Level exams in all subjects this autumn and if this is something that you would like to consider then you will be able to discuss it with Mrs Kelly after results have been issued.

However, if you believe your grade is actually wrong then you may follow the appeals process – as a result of which your grade could **go up, down or stay the same**.

## **APPEALS PROCESS**

**There are two stages to the appeals process:**

1. If you believe your grade is incorrect on the grounds listed below, then you can ask for a **Stage 1 Centre Review**:
  - a. An administrative error (i.e. the wrong mark has been recorded)
  - b. A procedural error (e.g. access arrangements were not properly provided for you).

We will check to see if a mistake been made and if we identify an error we can submit a revised grade to the exam board to consider.

2. If the school doesn't identify an error but you still believe your grade is wrong, you can ask us to submit a **Stage 2 Appeal to Awarding Organisation**. An appeal to the awarding organization can only be submitted if the first stage has been completed and you have been advised of the outcome.
3. This appeal can be made on the following grounds:
  - a. An administrative error by the school
  - b. A procedural error by the school
  - c. An unreasonable exercise of academic judgement either in the determination of the grade or the selection of evidence.
4. The exam board will consider whether the school has followed its written process, and review the evidence your grade was based on.
5. The exam board will consider if your grade needs correcting. They may do this if they believe your grade is not a reasonable judgement or they find a mistake in procedure

which affected your grade. A corrected grade could be higher or lower than the grade you were originally given on results day.

6. The final route of appeal is Ofqual's Exam Procedure Review Service (EPRS). You can apply to EPRS if the exam board decides that the grade you were awarded is reasonable, and your school or college correctly followed its procedure, but you are still concerned that there may have been an error in the procedure used by the exam board to conduct the appeal. The EPRS can consider whether the exam board has followed its rules and procedures. It will not consider whether you got the right grade based on the evidence of your work. The exam board's final decision on your grade will stand unless the EPRS finds that the exam board made an error in its review procedure. Even if an error is found, your grade may stay the same.

### IMPORTANT POINTS TO BEAR IN MIND

- A Stage 2 Appeal only questions whether the original decision was a reasonable one, and not whether other reasonable decisions could have been made.
- A grade will only be changed if there was an error when determining or submitting the grade, or if the grade given could not have reasonably been reached based on the evidence presented.
- Appeals arrangements will provide an important safety net if there is clear evidence something went wrong when a grade was determined.
- When your appeal is submitted, you will need to explain why you think your result was incorrect and should be changed.
- Once you have begun a formal appeal process, it has to be seen through to its conclusion.
- For those of you who have studied subjects at a consortium school, your results will be issued by your home school. However, should you choose to appeal your grade, you will need to follow the appeals process as determined by **the school where you were taught that subject**, as they will have the evidence on which your grade was based.

### KEY DATES

#### PRIORITY APPEALS

A priority appeal is **only** for students applying to higher education who did not attain their firm choice (i.e. the offer that they accepted as their first choice) and which to appeal an A Level or other Level 3 qualification result).

10 August to 16 August 2021	Window for students to request a centre review
10 August to 20 August 2021	Centres conduct centre reviews
10 August to 23 August 2021	Centres submit appeals to awarding organisations

#### NON-PRIORITY APPEALS

From results day to 3 September 2021	Window for students to request a centre review
From results day to 10 September 2021	Centres conduct centre reviews

From results day to 17 September 2021	Centres submit appeals to awarding organisations

## **FINAL NOTES**

I appreciate this is a lot of information to process but we have been asked to be sure that you have all the detail you need in advance of the results days in August. I should stress that, as I have said to you all on several occasions this year, your teachers already have experience of generating centre assessed grades from last year and we have once again made every effort to ensure that the grades that you will receive this summer are fair and accurate. As a result, we are expecting that this year as usual, the vast majority of SJL students will be delighted to receive grades which reflect the work they have put in to their studies and which allow them to progress to the next stages of their careers. Some students may be less pleased with their grades but acknowledge that they are fair; a very small number may feel they wish to consider making an appeal and, in that case, we will do all we can to give you the advice you need to decide whether that is the right route for you.

As always, if you have any further queries or concerns, please contact us at the school. In the meantime, I hope that you enjoy your summer and we look forward to seeing you on your results days in August!

Kind regards



Claire Robins