



Letter No: 168/2021

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7th July 2021

Dear Students, Parents and Carers,

Further to my last letter updating you on the Teacher Assessed Grade process this year, I am writing to give you more detail about results and appeals. As ever, all information about the process this year is available on the school's dedicated webpage:

<https://sandringham.herts.sch.uk/teacher-assessed-grades-2021/>

Results collection

As a reminder, the dates and collection information about results is as follows:

- **A-level and Level 3 Vocational Results:** Tuesday 10th August 2021
Results for Year 13 & external students will be available for collection from **8.30am in the Sports Hall**. Results for Year 12 students will be available for collection from **9.30am in the Sports Hall**. Results collection will close at 11.00am, any results not collected by this time will be posted home.
- **GCSE and Level 1 / 2 Vocational Results:** Thursday 12th August 2021
Results for Year 11 students will be available for collection from **9.00am in the Sports Hall**. Results for Year 9 and 10 students will be available for collection from **10.00am in the Sports Hall**. Results collection will close at 11.00am, any results not collected by this time will be posted home.

If the student receiving their results is unavailable to collect their results personally on results day, they can be collected by a third party. In this instance, you must e-mail Ms Headland (Exams Officer) from your Sandstorm email account to give authority to a named third party, by Friday 16th July. It is essential that the e-mail comes from the Sandstorm account to allow us to verify your identity. The named third party must bring photo ID and a copy of the letter to results day, where they will be asked to sign for your results. Please note we cannot give you results over the telephone or by e-mail, the exception being if you have coronavirus (COVID-19) symptoms, or you have someone in your household who does. If this is the case, send an email by 8.00am on the morning to examqueries@mysandstorm.org explaining the situation and requesting that your results be emailed to you. The email must come from your mysandstorm address (Year 11) or a personal email (Year 13). The results will be emailed after 11.00am. Any results which remain uncollected at 11.00am, will be sent by first class post to the home address which we hold on file.



Post-results advice and appeals

We hope you will be pleased with your awarded grades and that these allow you entrance either to Sixth Form, College, University or your Apprenticeship. By the time they are published in August, they will have been subject to rigorous internal and external quality assurance processes by the exam boards to ensure that grades are fair and consistent and have been objectively reached.

On results days, the Sixth Form team will be available to speak to you to offer advice and further guidance. **It is particularly important that Year 11 into Year 12 students needing advice about admissions to the Sixth Form speak to staff on the results day (12th August).** These advice surgeries will take place in the Sixth Form Centre however, individual subject staff will not be able to answer queries about individual grades received. We will hold post examination results surgeries as shown below:

- A-level and Level 3 Vocational
 - On Results Day in the Sixth Form Centre, and
 - On Wednesday 11th August: Mrs Mouncey, Miss Potter, Mrs Cavanagh and Dr Creaby will be in the Sixth Form Centre from 9.00am to midday.
- GCSE and Level 1 / 2 Vocational
 - On Results Day in the Sixth Form, and
 - On Friday 13th August: Mrs Mouncey and Dr Creaby will be in the Sixth Form Centre from 9.00am – 10.00am to address final queries about options and Ms Headland will be in the Exams Office from 10.00am – midday.

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

Students have the opportunity to appeal their grade if they meet the eligibility criteria (see below). It is important to note that **an appeal may result in a grade being lowered, staying the same, or going up.** So 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. The deadline for entering for an A level resit is **September 7th by midday**, and **October 1st at midday** for GCSE qualifications. Students can download a resit form from the school website here: <https://sandringham.herts.sch.uk/wp-content/uploads/2021/07/Re-sit-form-Autumn-2021.doc>

What are the grounds for appeal?

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

- You think the school may have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.
- You think the exam board may have made an **administrative error**
- You think the school may have made a **procedural error**: this means we have not properly followed our own process, as approved by the exam board. An example of this would be where you have been told you should have received special consideration but you think that this was not given.

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

What is 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 decide 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 do not get into my first choice of university?

First, do not panic. Speak to the Sixth Form team on results day 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 appealing?

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:

- **Stage One - A Centre Review.** Students must complete the form below. At this stage, Sandringham 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:

- **Stage Two - An Awarding Organisation Appeal.** Students must add to the appeal form below, which Sandringham will then send on your 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:

https://sandringham.herts.sch.uk/wp-content/uploads/2021/07/JCQ_Appeals-Guidance_Summer-2021_Appendix-B-1.pdf and send it to examqueries@mysandstorm.org

What are the deadlines for priority appeals?

The deadline for requesting a Stage One priority appeal is **Thursday 12th August**. Sandringham will attempt to provide an outcome of this Stage One appeal by **Monday 16th August** and the deadline for requesting a Stage Two appeal is **Tuesday 17th August**. This will be processed and sent to the relevant Awarding Organisation in time for their deadline.

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 Stage One centre review is **Friday 3rd September**; and the deadline for submitting a Stage Two awarding organisation appeal is **Friday 10th September**.

I hope this letter has been helpful in outlining the process for results collection and appeals this year. On behalf of the staff at Sandringham, we wish you a restful summer break and look forward to seeing you on results day in August.

Yours sincerely,

Alan Gray
Headteacher