

Dear Year 11 and Year 13 Students, Parents/Carers

Re: Results days, reviews and appeals

As we enter in to the first week of the summer holidays, I know the issue of your results might seem like a very long way away I thought it prudent to write and remind you of the arrangements for results days, and to highlight subsequent next steps advice and guidance. The following letter contains very detailed information, but we hope it will provide a level of reassurance regarding the processes in place. Ofqual also intend to publish an information guide for students prior to results days which we will forward to you as soon as it is in our receipt.

You will remember too that the TAG process in school was conducted by experienced teachers who know their classes, grades were awarded using a variety of sources including performance in the recent assessments, all the grades awarded went through a rigorous quality assurance process eventually signed off by myself and Mr Stanton. Pleasingly, all our internal paperwork including our policies and processes were given the rubber stamp by the appropriate awarding bodies.

As previously communicated, exam results days are scheduled for:

Tuesday 10th August 2021 (A level)

Thursday 12th August 2021 (GCSE)

The Collection of results

Tuesday 10th August 2012 (A-Level)

Staff will be in school to give you your results in person from 9.30am, we would be delighted to see you. We would ask that you do a Lateral Flow Test in the morning and wear a face covering if travelling into school on public transport. If of course your LTF is negative then we would ask that you follow the guidance that is in place and if appropriate self-isolate. If you are isolating/working or on holiday results will also be issued via Edulink at 9.30 also. Post 16 staff including, of course, Mr Atterton will be on hand to offer any advice and guidance should you require it about your university place and offers. If you wish to see Mr Atterton on the 10th August please send an email in advance to r.atterton@marlborough.herts.sch.uk to arrange an appointment in advance.

Thursday 12th August 2012 (GCSE)

As with the arrangements for A-Level students are invited to come on site and collect their results from 9.30, we will also be issuing them on Edulink at the same time of for any reason students are unable to attend. The same rules re face coverings and testing will be the same as outlined in information re A-Level. Mr Atterton once again will be on hand to support students wishing to join our sixth form and there will also be a number of senior staff and Heads of Faculty on hand to congratulate and offer support if necessary.

Exam Results - Reviews and Appeals:

As previously mentioned, the evidence used to determine this year's grades have been subject to multiple levels of checking and quality assurance both in school and at exam board level and, therefore, we know them to be fair and accurate. Whilst we feel certain the majority of students will be pleased with their results and recognise they are a fair reflection of their achievements, there is an appeals system in place to fix any genuine errors not previously identified. This appeals process (and the associated dates and deadlines) is common across all schools and all exam boards.

The information below outlines the different stages of the appeals process and key dates. Please read this carefully so that you are aware of the options open to you as well as the implications of submitting an appeal.

Your right to appeal and possible outcomes:

Whilst as a school we feel very confident that the TAG process has been fair, robust and considered, should you believe an error has been made in determining your grade, you do, of course have the right to appeal. There is no cost to students for this process and there are three possible outcomes:

1. Your original grade is lowered, so your final grade will be lower than the original grade you received.
2. Your original grade is confirmed, so there is no change to your grade.
3. Your original grade is raised, so your final grade will be higher than the original grade you received.

Once a final decision has been made you cannot withdraw your request for a centre review or appeal (more detail on these below). However, you can change your mind and ask for the review/appeal to be withdrawn if it has not been concluded.

If your grade has been lowered, you will not be able to revert back to the original grade you received on results day.

To help you decide whether to appeal, you need to have an overview of the following information on results day:

- the Centre Policy ([which can be found here](#))
- the sources of evidence used to determine your grade along with any grades/marks associated with them*
- details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness*

**to be sent a copy of your grades and marks and details of any special circumstances email examappeals@marlborough.herts.sch.uk with a request stating your name and the subject concerned. All information will then be sent to you via your Edulink account.*

The Review and Appeals Process

There are two stages to the appeals process, and you must request Stage 1 (a centre review) before you can request Stage 2 (an exam board appeal.)

This is so the exam board is certain that your grade is as the school intended.

Stage 1: A centre review

You can ask the school to check whether there has been:

- an administrative error (an error in recording your grade or submitting your grade to the awarding organisation)
- a procedural error (a failure to follow the process set out in the centre policy)
- or both.

You should make this request using the **Stage 1 Centre Review** form ([which can be found here](#)). Once completed email it to examappeals@marlborough.herts.sch.uk.

Please note, we can only accept requests from students, not from parents or guardians.

We will conduct a review and, if we identify an error, we will submit a correction request to the exam board. The exam board makes the final decision about changing the grade. Once this is complete, we will inform you of the outcome.

The appeal direct to the exam board (Stage Two) may only be requested once the centre review (Stage One) has been requested and concluded. (i.e. you have been informed of the outcome.)

You will be notified of any appeal outcomes via Edulink.

Stage 2: Appeal to the exam board

If you still don't think you have the correct grade after the centre review is complete, you can ask us to submit an appeal to the exam board on your behalf. You should make this request **Stage 2 Awarding Organisation Appeal** form ([which can be found here](#)). Once completed email it to examappeals@marlborough.herts.sch.uk.

Please note, we can only accept requests from students, and this must be submitted through the school, as awarding organisations will not accept appeals directly from students or parents.

Stage 2 appeals can be made on the following grounds:

- the exam board made an administrative error, e.g. they changed your grade during the processing of grades.
- the school did not apply a procedure correctly (from the centre policy)
- the school made an unreasonable exercise of academic judgement* in the choice of evidence from which we determined your grade and/or in the determination of your grade from that evidence.

*NB * The independent reviewer will not consider whether they would have given an alternative grade or whether an alternative grade could also reasonably have been given. There may be a difference of opinion without there being an unreasonable exercise of judgement.*

The reviewer will not remark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence.

As a result of the appeal, the case will either be rejected (disallowed) or upheld (allowed) in whole or in part. The fact that an appeal has been upheld (allowed) will not necessarily result in a grade change for the student. The outcome will be communicated to the school to be shared with the student. *You will be notified of any appeal outcomes via Edulink.*

A student may submit a request for an appeal but subsequently decide they wish to withdraw it. Awarding organisations will accept requests for appeals to be withdrawn as long as no finding has been made. An application for an awarding organisation appeal cannot be withdrawn once a finding has been made.

Students can only submit one appeal per subject.

Key dates and timelines:

The table below outlines the key dates and deadlines including those for priority appeals. Please be aware we will do our best to process centre reviews as quickly as possible, but staff will be available for the entirety of this period apart from the week beginning Monday 23rd August until Wednesday 1st August.

Priority appeals*

**Only for students applying to higher education who did not attain their firm choice, i.e. the offer they accepted as their first choice, and wish to appeal an A level or other Level 3 qualification result)*

10 August – 16 th August	Window for students to request a priority centre review
10 August – 20 th August	School conducts priority centre reviews
10 August – 23 August**	School submits priority appeals to awarding organisations

***For us to be able to submit the appeal to the awarding organisation by the deadline we must receive it by 8am on the 23rd August.*

Non-priority appeals

From results day – 3 rd September	Window for students to request a centre review
From results day – 10 th September	Centres conduct centre reviews
From results day to 17 September	Centres submit appeals to awarding organisations

Finally, if you believe the exam board has made a procedural error in handling your appeal, you can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.

Autumn resit series:

Ofqual has confirmed that a full suite of exams will be offered in the autumn term for students who are due to receive a teacher assessed grade this summer or who would have been entered for the summer 21 exams had they not been cancelled. Any student who was at least 16 on 31 August 2021 can also take the GCSE English Language and GCSE Maths exams, as normal.

These exams will be scheduled in October (A level) and November/December (GCSEs) and be in their normal format, with no adaptations beyond those that had already been put in place for summer 21 exams before they were cancelled. Grades will be determined on student performance in exams only (no Non Examined Assessment – except in art and design)

If, having received your results, you would like to discuss the option of the Autumn series, please email examqueries@marlborough.herts.sch.uk.

Ofqual is consulting with students on their experience of the TAG process to support contingency measures next year. If you would like to contribute the survey link is below:

<https://ofqual.citizenspace.com/public/6b36e360/>

You will find with this letter a flow chart that takes you through the appeals process and booklet summarising the evidence that was used by each subject to award the TAGs.

Notwithstanding all the information above, we hope you have a good summer and are looking forward to celebrating your achievements on results day, as well as supporting you in making decisions about your next steps. I hope you are all enjoying the sunny weather, keeping safe and enjoying life, you all certainly deserve some lovely times after the year we have had!

Yours sincerely