

Dear Parents / Carers,

I am writing to you in order to clarify arrangements for:

- Results Day 2021
- Appeals 2021

Results Day for A-Level / Level 3 qualifications is on Tuesday August 10th and for GCSE / Level 2 qualifications Thursday August 12th. I am pleased to confirm that students can collect their results in person from 9.30am. Students should report to Room G25 via the entrance next to the school sports hall. If students are unable to collect their results these will be posted first class and will be available to view on Edulink after 9.30 am. Email requests for results will only be accepted via student email accounts with requests being administered during the results days. Any results that have not been collected in person on the day will be posted home. Please note that we are unable to give results to representatives of the students, we can only hand them directly to students on results day.

Sixth Form Enrolment

Students wishing to join our Sixth Form in September must attend in person on the 12th August as in addition to being results day, this is also Year 12 Enrolment Day. After collecting results, students will need to provide some brief details in order to secure their place for September. Enrolling on the 12th August will confirm and secure students' place in our sixth form and ensure their timetable is ready for September. Any students who wish to join Year 12 but know that they are unable to attend in person on the 12th August should contact Mr Stevenson, Head of Year 12 as soon as possible.

How grades were awarded in 2021

Once it was announced that teachers would have responsibility for awarding grades in 2021, we studied and carefully followed the official guidance provided by Ofqual and more recently, JCQ. A consistent approach was adopted across all subject areas. These were the general principles that we based our approach upon:

- A holistic judgement should be made taking account of work completed throughout the course of study
- Judgements should be completely objective based purely upon the work produced by students and the evidence it provided of their knowledge and skills
- Coursework and work produced in assessments would provide the main body of evidence for determining grades (in line with Ofqual guidance)
- Work completed towards the end of the course of study should have greater significance than that done earlier in the course
- Access arrangements for qualifying students should be in place for all assessment activities that contributed towards the final grade judgement

Each subject has taken account of work completed earlier in the course but the work completed since the return to school on March 9th has carried greater weight. Students completed at least four assessments between March 9th and May 14th. These assessments were sat in lessons under exam style conditions to ensure that students could concentrate and were not distracted by any off-task behaviour. All assessments were either past paper questions or tasks that closely followed the style and format of past exam papers.

Between May 17th and 28th, there was an extended assessment window for students which enabled subjects to set longer tasks. For this fortnight, all subjects used materials provided by each exam board specifically for the purpose of determining grades.

In summary, teachers' judgements were based upon work completed before March 9th, the class-based assessments between March and May, coursework where relevant and the longer assessed tasks sat between May 17th and 28th. Further details on this process can be found through presentations and the letter sent to parents on 6th April through the school website at Curriculum / Examinations.

Quality Assurance

Several measures were put in place, both internal and external to ensure the school was being as consistent and fair in their judgements as possible. Internally teachers received training and guidance on how to reduce potential bias. Departments had two official days for moderation and quality assurance. This meant that no teacher has marked or determined grades in isolation: a team of teachers has overseen the process.

In April, we had to produce a guide to our approach and processes for awarding grades in 2021 and submit it to JCQ – the Joint standing Council for Qualifications. Our policy was approved by JCQ without reservation in May.

We comfortably met the deadline of June 18th for the submission of grades. Before submission, grades awarded were analysed at class, subject and whole cohort level. Any unusual patterns or trends were examined further and discussions held with Heads of Department where required. Every grade was triple checked for accuracy before being entered onto the exam board portals.

During the week of June 21st we had to submit evidence folders in six different subject areas for scrutiny. The exam boards checked the judgements we had made against grades awarded. We have not been questioned about our decisions in any shape or form which means the boards have concluded the school has made sound academic judgements. The students were selected at random by exam boards and we had only 48 hours' notice to submit the work, meaning this was a robust and meaningful scrutiny by exam boards.

The fact that our centre policy has been approved and the exam boards have not questioned our judgements is testament to the thorough and careful approach to awarding grades adopted at STS. However, I recognise that not every student may necessarily be happy with the grades they receive in August and may wish to appeal the result.

Appeals Guidance

Stage One – Centre Review

If a student wishes to appeal the result they should contact the school via appeals@sandwich-tech.kent.sch.uk

Please note that this is the only way in which an appeal can be requested. A phone call, conversation or email to a member of staff does not constitute an appeal. Only requests sent to the above email address will initiate the appeals process.

The first stage would be a centre review. This is where the school checks to see if there has been a procedural and / or administrative error. An administrative error could be that the wrong grade was recorded, a procedural error could be that access arrangements were not provided. When a student requests a centre review via the email address above, they will be sent an official form to complete entitled "Stage One – Centre Review". Please note that a centre review cannot be carried out if this form is not completed.

The school will complete a centre review as soon as it receives the request and will communicate the outcome via a JCQ form entitled 'Centre Review Outcome'. This form will outline the information considered by the school and the rationale behind its response to the request for a centre review.

A priority request for a centre review (only for students applying to higher education who did not attain their firm choice) should be submitted by Monday 16th August 2021. Other requests for a centre review should be submitted by Friday 3rd September. Please note that a student's UCAS number will be required for priority appeals.

Stage Two – Appeal to awarding organisation

Once students have received the outcome of their centre review, if they wish to then appeal to the exam board (referred to officially as "Awarding Organisation"), they should do so as soon as possible. Once again, the request for an appeal to the awarding organisation should be made via appeals@sandwich-tech.kent.sch.uk

Once again, a form has to be completed by the student which will then be sent to the awarding organisation by the school. The form will be entitled "Stage Two - Appeal to Awarding Organisation". Requests for Stage Two appeals should be made by Monday 23rd August 2021 (priority appeals) and Friday September 17th (non-priority). Priority appeals received after the 23rd August will still be treated as priority by awarding bodies but may not be completed in time for those students with a higher education place dependent on the outcome of the appeal.

Awarding bodies will send a letter to the school explaining the outcome of the appeal which the school will then send to students.

Stage Three – Appeal to Regulatory Body

If students are not happy with the exam board's decision the next stage would be for them to directly contact the regulatory body, Ofqual. The exam board will provide details of how to do this in the appeal outcome letter which they will send to the school.

Please note that there are **three possible outcomes** both for Stage One Centre Review and Stage Two Appeal to Awarding Organisation:

- Grade remains the same
- Grade is lowered
- Grade is raised

Parents and students will find valuable resources and information on the school website by clicking curriculum then examinations. The Appeals section includes guides from JCQ for parents and students along with copies of the appeals forms students will need to complete to initiate a review.

If you have any questions regarding any aspect of results days or appeals please do get in touch with me before results day and I will respond as soon as I can.

Yours sincerely,



Simon Sharples

Deputy Headteacher