



14th July 2021

Dear Year 11 students, parents and legal guardians

I am writing to inform you of the arrangements for exam results day, **Thursday 12th August 2021**. We wanted this to follow our usual process but paying careful attention to continue to keep us all safe. We are therefore staggering the results day and each form will have a designated time. We are also asking for you to wear a face mask and your hands will be sanitised on entrance to school.

You will **enter school through the pupil entrance and one form will go to G5 and one will go to G14**. We will have staff at the door to point you in the right direction, so please do not worry about going to the wrong room. We will not be permitting anyone other than the student to pick up their results and, to keep an eye on our numbers, we will not be allowing parents/legal guardians to come into the building. However, they can wait outside on the school premises. It is important that you keep to your allocated time so we can continue to manage the numbers.

Once you have collected your results, those of you who will be staying on in the Sixth Form will be directed to register in the hall, or the sports hall. Those of you not returning to Sixth Form should exit through the doors at the bottom of the maths stairs.

Staying on at Sixth Form:

- Courses will be agreed between you and Sixth Form staff - please do not worry if you want to change course, as this is still possible.
- Careers advice will be available.
- Rather than paper copies of instructions for beginning Sixth Form, you will receive an email to your school email address and a copy will also be sent to your parent/carer.
- You will then exit through the doors at the bottom of the maths corridor.

Please see the table below for your time slot:

	Collect Results		Sixth Form Recruitment	Location
11AZH	8.30-9.00am	G5	8.30-9.15am	Sports Hall
11CSI	8.30-9.00am	G14	8.30-9.15am	Hall
11LCR	9:15-9.45am	G5	9.15-10.00am	Sports Hall
11KHE	9.15-9.45am	G14	9.15-10.00am	Hall
11AJO	10.00-10.30am	G5	10.00-10.45am	Sports Hall
11VWE	10.00-10.30am	G14	10.00-10.45am	Hall

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We know that there may be several questions that arise from your results and we have tried to come up with what they might be;

- *I am not happy with my results; can I appeal?*

As you know, your grades have been decided by your teachers as Teacher Assessed Grades. There is a very specific appeals process this year which is set out in detail on the attached forms. Please read the information carefully and check that you understand the basis of an appeal. Please be aware that there is no grade protection and that your grade can be lowered as well as go up or stay the same.

- *I have heard that I can re-sit my GCSEs; can I and how do I go about this?*

You can re-sit any of your GCSEs. We know that these exams will take place from 1st to 9th November. There are no charges to do this. Anyone in our present Year 11 can do this; you do not need to be in our Sixth Form to access these exams. If you wish to re-sit any papers you will email our Exams Officer, Mrs Lightfoot by 1st September 2021, and she will enter you for the relevant exam. Full information on how to do this will be given out on results day. Please note that the deadline for this will be very short as entries must be made by mid-September.

- *What about my vocational courses; will I be able to re-sit those?*

No. The exam boards have confirmed that BTEC learners cannot sit them in the autumn series. The earliest opportunity would be January/February 2022.

- *If I do resit which grade will be the one that counts?*

Your best grade counts, if it is the resit or your published result from August.

- *I didn't apply to the Sixth Form, but my apprenticeship/job isn't available anymore or I have decided I don't want to move schools/college now; can I still apply to the Sixth Form?*

Don't worry, we make a commitment to all of our Year 11s and we will make sure you are on the best course that is suited for you; this may be our Foundation Year or you could be able to move straight onto Level 3 courses.

- *What if I get home and need to speak to someone?*

We will issue telephone numbers and email addresses on results day and we will have people available to help you throughout that day and the following week.

- *I cannot pick my results up; what should I do?*

Please email Mrs Lightfoot, on examoffice@hilbre.wirral.sch.uk and we will email your results to you on the day but it will be after 2pm.

We understand how unsettling these past few months have been we would like to reassure you that your teachers have done everything they can to ensure that the process has been fair, consistent and unbiased for all students.

If you do have any questions you can email me at school, whiskerj@hilbre.wirral.sch.uk, or to our Exams Officer, Mrs Lightfoot, examoffice@hilbre.wirral.sch.uk if you have any questions about the outline for the day. Any queries about Sixth Form recruitment should go to sixthform@hilbre.wirral.sch.uk. Staff will not be available after 16th July until 9th August 2021.

We look forward to seeing you all.

Kind regards.

Yours faithfully

A handwritten signature in blue ink that reads "Jane Whisker". The signature is written in a cursive style with a small flourish at the end.

Jane Whisker
Deputy Headteacher - Curriculum

The Appeals process

Students will not be able to challenge their individual grades as Ofqual and the DfE do not believe that there is any person better placed than teachers to determine teachers assessed grades. Although everyone will be working hard to make sure that the grades issued are correct, there will be an appeals process as a 'safety net' to correct any genuine errors that were not identified prior results day.

If students believe that an error has been made, then students will need to submit their appeal (using their school email address) to the school on **12th August**. **We cannot accept an appeal request later than 16th August**. You must use the JCQ Form which sets out the stages for an appeal and it is very important to remember that the grade can go up, down or stay the same. The appeal form will be available on the school website or on request from the Exams Officer.

It is important to remember before you make an appeal that unless there has been an administration error, the exam boards will only consider whether grades you have been awarded were a ***“reasonable exercise of academic judgement”***. The reviewer (at the examinations board) will not remark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence the school will provide.

PLEASE READ THE INFORMATION CAREFULLY ON THE APPEAL FORM.

The grounds for an appeal

- *Administrative* - a factual error such as transposing grades for students with similar names
- *Procedural* - whether a school or college followed procedures properly and consistently in arriving at the grade being challenged or in conducting its review. Areas of concern may include: mitigating circumstances, access arrangements, and/or internal standardisation or authentication involved in determining student work
- *Unreasonable exercise of academic judgement* - for the selection of evidence used to decide a grade or the grading decision.

The two stages of an appeal

1. Stage 1 is referred to as “centre review”

- a. You believe that the school has made an administrative error in submitting the grade.
- b. You believe that there has been a procedural error (in other words, the school did not comply with their Centre Policy, or did not undertake internal quality assurance, did not take into account access arrangements and/or mitigating circumstances).

2. Stage 2 is referred to as “Appeal to the awarding organisation” (submitted by the school to the relevant examinations board on behalf of students)

- a. You still think there has been a procedural error.
- b. You still think the examinations boards made an administrative error.

c. You think that the grade awarded was an *unreasonable exercise of academic judgement* in the choice of evidence. An exercise of judgement will not be judged *unreasonable* simply because you may consider that an alternative grade should have been awarded even if you can put forward supporting evidence.

You should be aware that there may be a difference in opinion without there being an *unreasonable exercise of judgement*.

Please refer to the JCQ documents on the school website and our Centre Policy ([Centre Policy](#)) before you make your decision to appeal a grade you have been awarded. [JCQ A guide to appeals process Summer 2021 series](#).

Summer 2021 Grading Timeline for GCSEs, AS, A Level and VTQ qualifications

What has happened so far?

May to June: Your grades were decided and carefully checked by your school or college

- You have completed your studies; building your knowledge, skills and understanding in a range of subjects.
- You may have completed additional assessments in the last few months to support with Summer 2021 grading.
- Your teachers have decided your grades by selecting a range of your work. Schools and colleges had the flexibility to decide which work to use as evidence to account for what you had been taught during the pandemic. This also made sure your grades were based on evidence and demonstrated the standard you had been performing at during your course.
- Your teachers should have told you which work is being used as evidence for your grades. They may have told you the marks or grades for individual pieces of work but must not tell you your overall grades.
- Each of your grades has been checked by at least two subject teachers, or your teacher and the Head of Department or Head of School. This followed your school or college's approved policy which was reviewed by the exam boards.
- Your school or college sent your grades to the exam boards by the 18th June.

What happens next?

21st June to 16th July: Grades will be checked by the exam boards.

- If you haven't already, please make sure your teacher has information they need about any special circumstances, such as illness, that may have impacted your performance on the assessments used as evidence.
- Your teachers have now sent the exam boards examples of the evidence they based some students' grades on so your school or college's grades can be reviewed.
- The boards will check a sample of schools' and colleges' evidence to make sure they have followed this year's grading process and that grades are supported by appropriate evidence.
- You can have confidence that grades have been fully checked by schools and colleges and the grading process has been externally reviewed by the exam boards.

10th August and 12th August: Receive your grades!

- You will receive your AS, A-Level and other Level 3 (e.g. BTEC Nationals, Cambridge Technicals) grades on 10th August or GCSE and other Level 2 (e.g. BTECs, Cambridge Nationals) grades on 12th August.
- You can then confidently progress to higher education, further education (e.g. sixth form), or employment.
- In the event that you think an error has been made in deciding your grade, details on the appeals process will be found on the JCQ and exam board websites. Remember your grade can go down as well as up on appeal.
- If you want to improve your grade, there will be an exam series in the autumn.
- If you want to discuss your options, you can talk to your school or college or call the Exams Results Helpline.
- Look out for JCQ's Student Guide, which will be available before results day and have more support for you.