



# Hebburn Comprehensive School

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Head Teacher: Mr D R Thompson

23 July 2021

Dear Year 11 students and Parents/Carers,

I am writing to confirm the arrangements for this year's exam results. Year 11 students will be able to collect their results on Thursday 12 August 2021, from 9:00 am until 11:30 am.

If a student cannot collect their results in person, then results can be emailed/posted home. If a student wishes for someone else to collect their results on the day, then we must receive written permission from the student. If a student is **not** collecting their results in person, please inform us via email ([richardsons@hebburn.net](mailto:richardsons@hebburn.net)) at least one week prior to results day. We are sorry but results cannot be given out over the telephone.

## How were my/my child's grades arrived at this year?

Grades this summer were based on Teacher Assessed Grades (TAGs). TAGs were submitted to exam boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance.

Following the submission of TAGs, samples of work were requested by exam boards as part of the external quality assurance process.

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

All students will have the opportunity to appeal their grade if they meet the eligibility criteria (see below). It is important to note that following an appeal a student's grade can go down as well as up.

There is also the option to sit GCSEs in the autumn. The design, content and assessment of these papers will be the same as in a normal year.

## What are the grounds for appeal?

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

- You think we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.
- You think we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the exam board.
- 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 are the two stages of an appeal?

All appeals, on any of the grounds above, must first go through a **centre review**. At this stage, we 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 once complete.



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At the centre review stage, if we find that a grade should go up or down, we will inform the exam board who will then consider the request.

Following the outcome of a centre review, students may still choose to pursue an **awarding organisation appeal**. Students and parents cannot send appeals directly to the exam board themselves – it must come from us.

### **How do I make an appeal?**

Following results days, students should contact our Exams Officer ([richardsons@hebburn.net](mailto:richardsons@hebburn.net))

Yours sincerely

Mr D Cleugh

**Deputy Head Teacher**