

Headteacher:  
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## THE HOLY CROSS SCHOOL

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9 July, 2021

Dear Parent/Carer,

### Summer 2021 Examination Results and Appeals

This year, students' A-Level, GCSE, BTEC, and other Level 2 and Level 3 qualification grades have been determined by teachers and subject departments.

These Centre-Assessed Grades (CAGs) have considered evidence from across students' course of study, and then been subject to a moderation process within the school, involving different subject teachers, Heads of Departments, and their line managers. Our CAGs have now been passed to the relevant awarding bodies (AQA, Pearson Edexcel, OCR, and WJEC), who are completing a rigorous Quality Assurance check, overseen by the Joint Council for Qualifications (JCQ).

The Holy Cross School's approach to the awarding of CAGs has been considered, fastidious, and intensive. We are confident that our processes, and our final decisions, have been fair to all students, and resulted in final qualification grades that accurately reflect students' level of attainment.

However, we understand and recognise that not all students will be satisfied with their results. If a student is unhappy with, or has concerns about, any of their grades, they can lodge an appeal through the school. This year, there are two stages to the appeals process: one, a centre review; and two, an appeal to the relevant awarding organisation.

In **stage one**, students should submit a request, via e-mail to [ndraper3@holycross.kingston.sch.uk](mailto:ndraper3@holycross.kingston.sch.uk), for the school to check if an administrative or procedural error has occurred. If an error is identified that results in a grade needing to be changed, the student will be informed of the outcome via email, and the school will contact the relevant awarding organisation and ask that they make the necessary amendment.

If no error is found following the completion of stage one, students can consider moving to **stage two** - an appeal to the awarding organisation - if they believe the awarding organisation has made an administrative error, or the grade awarded was an unreasonable exercise of academic judgement. **However, the awarding organisation will not be able to consider an appeal that is based solely on differences of opinion, and if a student wants to improve their grade, they might want to consider entering the autumn exam series (dates for which are printed at the end of this letter).**

A stage two appeal must be lodged via email to [ndraper3@holycross.kingston.sch.uk](mailto:ndraper3@holycross.kingston.sch.uk) and the school will then submit the appeal on the student's behalf. **The awarding organisation will determine the grade and the outcome - which may result in the grade being raised, lowered, or remaining the same - will be final. There will be no further opportunity to appeal the outcome to the awarding organisation.**



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**Please also note that once a finding has been made, a student cannot withdraw a request for a centre review or appeal. If a grade is lowered, a student will not be able to revert back to the original grade they received on results day.**

The deadlines for which to submit an appeal request are as follows:

	Stage 1	Stage 2
Priority Appeal (for students applying for higher education)	<b>16 August 2021</b>	<b>23 August 2021</b>
Non-priority Appeal	<b>3 September 2021</b>	<b>17 September 2021</b>

The school will respond to all requests within five working days upon receipt of email. There are no fees involved in the appeals process this year.

### **Autumn exam series**

Awarding organisations and the JCQ are currently in consultation regarding the exact dates and times of individual exams for the autumn series. However, the windows for these exams have been confirmed as:

**AS and A-Level:** Monday 4 - Friday 22 October 2021.

**GCSE:** Monday 1 - Friday 26 November 2021.

Fees for resit exams will be communicated to a student upon request for entry. BTEC and Vocational awards will offer exam unit resit opportunities in their usual January and June windows: more details about these will be available in the next Academic Year.

### **Results days**

Results for all qualifications will be available to collect from the school between 8.30 and 10.30am on the following dates:

**Tuesday 10 August:** A-Level, AS-Level, and Level 3 BTEC and Extended Project Qualification.

**Thursday 12 August:** GCSE, and Level 2 BTEC, Vocational Award, and Higher Project Qualification.

**Access to the school on these days will be open to students only.** If a student is unable to collect their results on their allocated results day, they should contact our Exams Officer, Mr Draper, via email at [ndraper3@holycross.kingston.sch.uk](mailto:ndraper3@holycross.kingston.sch.uk) to make alternative arrangements.

For more information regarding the summer 2021 exam series, including further details on the JCQ Quality

For more information regarding the summer 2021 exam series, including further details on the JCQ Quality Assurance and Appeals processes, please see the attached JCQ document, *JCQ Guidance for students, parents, and guardians: GCSEs and AS/A-Levels in England*.

If you have any questions or require any further information, please do not hesitate to contact Mr Draper via email at [ndraper3@holycross.kingston.sch.uk](mailto:ndraper3@holycross.kingston.sch.uk).

Yours faithfully,

**Ms L Gordon**  
Assistant Headteacher

**Mr N Draper**  
Exams Officer