

Dear Parent/Carer,

I hope your daughter/son is enjoying their summer having finished their formal secondary education.

Now that Year 11 Assessed Grades have been submitted to the exam boards, we turn to arrangements for Results Day on Thursday 12th August. This date is earlier than other years to support students across the country with their successful move to college.

Results Day will run from 9-11am on Thursday 12th August and will see students attend the school site and access via the Main Entrance. We will hand out results packs from the main hall.

Hand sanitiser will be provided, and students are expected to bring a mask to wear when collecting their envelopes. Mrs Evans and the Exam team will be available until 12 noon to discuss any queries, as well as representatives from our Careers Service. We look forward to seeing you on the 12th.

Pupils who cannot attend in person, but wish for their results to be collected, must inform the exam office in writing of the person who will be collecting their results for them. Their nominated person must bring identification with them when collecting the results.

Any results not collected on the day will be posted to the home address indicated at the top of this letter. If this address is not correct please contact the main school office immediately to have this corrected.

Appeals Overview

You have already been sent detailed information regarding appeals. However, the detail below offers a simplified overview.

Ofqual guidance states that appeals will only be permitted on the following routes:

- Checking whether a centre (school) has made an administrative error when submitting its information (this must be supported by clear evidence that an error had been made by the centre)
- Checking whether a centre (school) believes an exam board made a mistake when calculating, assigning or communicating a grade.
- Challenging the academic judgement made by the school based on assessment evidence.

Once you have received your result, you will have the right to:

- ask your centre to check whether they made an error when submitting a centre assessment,
- ask your centre to check whether they believe the exam board has made an administrative error based on the centre assessed grade,
- have the school pursue an appeal to the board on your behalf if you feel the grade reflects an unreasonable exercise in academic judgement.
- *'Request for appeals on the grounds of academic judgement (unreasonableness) will only be considered by awarding organisations (at Stage Two) and not by centres' (JCQ – A guide to appeals processes, Summer 2021 series – 08/06/2021)*

The procedure below outlines what action you should take if you feel an appeal is justified.

- 1) You should email to the Examinations Officer, Mrs Evans, exams@woodchurchhigh.com by 31 August **including the completed appeals form (available on the school website). You will not have access to your school email so this must be done from a personal account, with your full name in the subject field.**
- 2) The Scrutiny Committee will conduct an initial centre review for the proposed appeal and communicate with you about the appropriate next steps (if required).
- 3) The school will communicate with you at each stage of the appeals process. **Please note: an appeal can result in a change of marks and/or grade; staying the same, moving upwards and moving downwards.**

Ofqual and the JCQ has confirmed an additional exam series in Autumn 2021 (November) if you wish to resit a subject for a chance to improve on your assessed grade. Further detail of how to be entered for this series will be provided in September, on request.

JCQ have produced a simple overview of the process which we suggest you read.

<https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf>

School Uniform

We have been contacted by a number of Year 11 parents asking if we would like to take donation of uniform no longer needed by their child. This is a lovely offer and would be used to support students in need over the coming years. As such if you would like to donate uniform, please simply bring it to the Main Office in a bag and our Office Team will gladly take the donation.

Yours faithfully