



The Howard School



A Specialist Sports College
"To Strive and Achieve is to Succeed"

30th June 2021

Dear Student, Parent and Carer,

Guidance for Students, Parents and Carers: GCSEs and AS/A Levels in England Summer 2021

Further to my letter dated 5th May 2021, the Joint Council for Qualifications (JCQ) has updated their guidance to the appeals process for examinations in the summer of 2021. The full document can be located here: (https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021.pdf)

I have summarised below the key changes that have recently been published, that are a development from my earlier correspondence.

Firstly, a reminder as to how students are being assessed:

Teachers will initially determine student grades, which will then be reviewed by the school using an internal Quality Assurance process. The professional judgement of teachers will only be based on what students have been taught. Teachers will use a range of evidence from across the course of study to make their decision. Teachers can use the following:

- Records of student performance on the content they have been taught over the entire course of your studies.
- Non-exam assessment, often referred to as coursework or internal assessments, even if students have not fully completed it.
- Work students have produced in tasks set in school that reflects the specification, format and marking of exam boards. This could include substantial classwork, homework, internal tests or mock exams.
- Schools also have the option to set tests for students in order to gather further evidence. Teachers can develop these tests or use assessment materials provided by the exam boards. Importantly, these tests are not formal exams, nor are they designed to play the role of exams. Teachers do not need to assess every aspect of each subject. They just need a range of evidence that shows students' performance on the aspects they have been taught.

Teachers will tell students which pieces of work will be used as evidence to inform their overall grade. You will have the opportunity to raise any concerns about the evidence being used, for example, if the evidence was affected by personal circumstances, such as illness. Teachers will not be able to tell students the grade they have submitted to the exam board.

It is important to say that much like with exams in normal years, the grades issued by teachers and schools will not take into account student potential. They will be a snapshot of the standard students are performing at, based on a range of evidence. It should be no easier or harder for students to achieve a grade this year based on their performance than in previous years.

What happens after a teacher determines a student's grade in a subject?

Once a teacher has determined a grade, it will be reviewed by other teachers at The Howard School, so grades are determined consistently with the school's centre policy. Exam boards will check these policies to make sure they meet their requirements. A copy of the school's centre policy can be found on the school website, located under the tab entitled 'Appeals'.

www.thehowardschool.co.uk



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Reasonable adjustments, access arrangement and special consideration.

If students have special educational needs and/or are disabled, and require reasonable adjustments, The Howard School will have ensured that these were in place when evidence was gathered. Where appropriate reasonable adjustments were not in place when students took an assessment that is being used as evidence, teachers should take this into account when determining grades. The Howard School could also consider whether other evidence could be used instead.

Special consideration requests will not apply in the usual way this summer because students will not be taking exams. If students think their performance in an assessment has been affected by illness or personal circumstances, they should talk to us about this as soon as possible.

When will I receive my grades?

- AS and A Level students will receive their results on Tuesday 10 August 2021.
- GCSE students will receive their results on Thursday 12 August 2021.

Appeals

Every effort has been made to ensure students are issued with the correct grades on results day. If you believe an error has been made in determining your grade, you will have a right to appeal. There are two stages to the appeals process:

Stage 1: Centre Review

Any Howard School student, including Private Candidates, may submit a request for a review on the grounds that the school has:

- failed to follow its procedures properly or consistently in arriving at that result or
- made an administration error in relation to the result

Requests for appeals on the grounds of academic judgement (unreasonableness) will only be considered by awarding organisations (Stage 2) and not by The Howard School at Stage 1. An initial centre review form (page 32 of the link above) must firstly be completed and submitted to edwardss@thehowardschool.co.uk who will acknowledge receipt of the centre request before undertaking the review and completing and returning to the student, Part B, centre review outcome.

To decide whether to request a review, students will need access to certain information before results day, or on results day. This includes:

- the centre policy - available on the school website
- the sources of evidence used to determine a student's grade - listed at the foot of this letter
- Marks and grades awarded - not available until results day
- details of any variation in evidence used based on disruption to what that student was taught
- details of any special circumstances that have been considered in determining their grade.

A centre review must be completed and the outcome reported by the school to the student before a Stage 2 appeal can be submitted to the awarding organisation. Any appeal where this process has not been followed will be rejected by the awarding organisation and a new application will need to be completed.

All requests for a centre review, including those from Private Candidates, must be made directly to The Howard School at the email address above by:

- **16 August 2021** Priority appeals (for students applying to higher education (university) who did not attain their firm choice and wish to appeal an A Level or Level 3 qualification result)
- **3 September 2021 (in all other cases)**
- **All appeals can be submitted from 10 August 2021**

For reviews at Stage 1, where a university place is dependent on the outcome of an appeal, students must include their UCAS personal ID. The student should also notify their preferred higher education provider that a review has been requested at the earliest opportunity.

It is important to note that when considering a centre review at Stage 1, the final grade awarded to a student by The Howard School could be lowered, stay the same or be increased, should any inaccuracies be found in the administrative process during the Stage 1 review.

Stage 2: appeals to the awarding organisation

Any student, including a Private Candidate, who considers that there has been a procedural error, an administrative error or that their grade reflects an unreasonable exercise of academic judgement may submit a request for an awarding organisation appeal, **after they have received the outcome of their centre review and after the publication of results.** An appeal can only be made against a result issued by The Howard School.

All requests for a Stage 2 appeal must be made directly to The Howard School, on completion of a Stage 2 'appeal to the awarding organisation' form (page 34 of the JCQ link above) and submitted to edwardss@thehowardschool.co.uk. Appeals made directly to the awarding organisation will not be considered.

The dates for the submission of a Stage 2 appeal are:

- **23 August 2021 for priority appeals** (for students applying to higher education who did not attain their firm choice and wish to appeal an A Level or Level 3 qualification result)
- **17 September 2021 for non- priority appeals**
- **Stage Two appeals can commence from 10 August 2021, once a Stage One centre review has been completed.**

It is important to note that when considering an appeal to the awarding organisation at Stage 2, the final grade awarded to a student could be lowered, stay the same or be increased.

Finally, if you believe the exam board has made a procedural error in handling your appeal, you can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.

Yours sincerely

Mr S Edwards

Assistant Headteacher.

For Reference:

JCQ Appeals guide (Access to Stage 1 and Stage 2 appeal forms)

https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021.pdf

Email to submit appeals – Mr S Edwards edwardss@thehowardschool.co.uk

Key Dates

Key Dates for priority appeals*

10 August to 16 August 2021	Window for students to request a centre review
10 August to 20 August 2021	Centres conduct centre reviews
10 August to 23 August 2021	Centres submit appeals to awarding organisations

** A priority appeal is only for students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result.*

Key dates for non-priority appeals

From result day to 3 September 2021	Window for students to request a centre review
From result day to 10 September 2021	Centres conduct centre reviews
From result day to 17 September 2021	Centres submit appeals to awarding organisations

Publication of GCE AS and A-level results – 10 August 2021

Publication of GCSE results – 12 August 2021

Appeals Process

After results day

Results issued (10/12 August)

1. **Student** asks centre for review because they think there has been an error

Note: Grades can go up, down or stay the same

Centre review: Centre checks for errors and process issues. Centre wants to change grade?

No

Yes

Awarding Organisation checks and issues final grade; may require input from Centre

Centre informs student of outcome

2. If **Student** thinks the error has not been resolved they ask centre for Awarding Organisation appeal

Centre submits Awarding Organisation appeal

Note: Grades can go up, down or stay the same

Awarding Organisation appeal:

Have processes been followed, is the grade a reasonable exercise of academic judgement?

No

Yes

Awarding Organisation issues final grade; may require input from Centre

Awarding Organisation issues final grade

Centre informs student of outcome

3. If dissatisfied, applications may be made to Ofqual's EPRS (Exam Procedures Review Service)

The Howard School Evidence for TAG's 2021 - Level 2 Qualifications (GCSE)

Subject	Mocks	Termly assessments / Unit tests	Apr-May assessments	NEA	Other
English Language	x	x	x		
English Literature		x	x		
Maths	x	x	x		
Science	x	x	x		
Geography	x	x	x		
History	x	x	x		
MFL	x	x	x		Speaking exam
Art				x	
Business Studies	x		x		
Computer Science	x	x	x		
Drama	x			x	Performance
Photography				x	
Religious Studies	x	x	x		
Resistant Materials	x		x	x	
Subject	Exam / banked units	Coursework	Performance	Mocks	Other
BTEC Enterprise	x	x		x	
BTEC Music	x	x	x		
BTEC Sport	x	x			

OCR Creative iMedia	x	x	x	x	
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The Howard School Evidence for TAG's 2021 - Level 3 Qualifications (AS / A Level)

Subject	Mocks	Termly assessments / Unit tests	Mar-May 2021 assessments	NEA	Other
Art - Fine				x	
Art - Photography				x	
Business Studies	x	x	x		
Criminology			x	x	
English Language		x	x	x	
English Language & Literature		x	x	x	
Film Studies	x	x	x	x	
Finance	x	x			Case studies
Geography	x	x	x	x	
History	x		x	x	
Maths	x	x	x		
Philosophy & Ethics	x	x	x		
Biology	x	x	x		PAG Endorsement
Chemistry	x	x	x		PAG Endorsement
Physics	x	x	x		PAG Endorsement
Sociology	x	x	x		

Subject	Exam / banked units	Coursework	Performance	Mocks	Other
BTEC Business	x	x			
Cambridge ICT	x	x			
BTEC Law		x			
BTEC Public Services		x			
BTEC Applied Science	x	x			
BTEC Sport Science	x	x		x	