



# The Howard School



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

5<sup>th</sup> May 2021

Dear Student, Parent and Carer

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

Following the impact of the Covid-19 pandemic, the UK government has decided that the summer 2021 examination series will not go ahead as planned. Instead, teachers will determine student grades, based upon a range of evidence verified internally to ensure consistency, fairness and that exam protocols have been applied throughout.

These results will then be reviewed by the exam boards who designed each course, before awarding the final grades which reflect your performance on content you have been taught and allow you to confidently progress to the next stage of your education or into employment.

### How are students being assessed?

Subject areas will initially determine your grades, which will then be reviewed by the school. The professional judgement of schools will only be based on what you have been taught and will use a range of evidence from across the course of study to award a grade. Grades can be based on:

- Records of your performance on the content you have been taught over the entire course of your studies.
- Non-exam assessment, often referred to as coursework or internal assessments, even if you have not fully completed it.
- Work you 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 you 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. Your teachers do not need to assess you on every aspect of each subject. They just need a range of evidence that shows your performance on the aspects you have been taught.

Your teachers will tell you which pieces of work will be used as evidence to inform your overall grade. You will have the opportunity to raise any issues about the evidence being used, for example, if the evidence was affected by personal circumstances, such as illness. The school will make the final judgement about what evidence is to be included - this is not a negotiation. Your teachers will not be able to tell you 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 schools will not take account of potential. They will be a snapshot of the standard you are performing at based on a wide range of evidence. It should be no easier or harder for you to achieve a grade this year based on your performance, than in previous years.

[www.thehowardschool.co.uk](http://www.thehowardschool.co.uk)



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Once a subject teacher has suggested a grade, it will be reviewed by other teachers at The Howard School, so grades are determined consistently with the schools policy. Exam boards will check these policies to make sure they meet their requirements.

### **Reasonable adjustments, access arrangement and special consideration.**

If you 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 you took an assessment that is being used as evidence, your teacher should take that into account when determining your grade. The Howard School could also consider whether other evidence can be used instead.

Special consideration requests will not apply in the usual way this summer because you will not be taking exams. If you think that your performance in an assessment has been affected by illness or personal circumstances, you should talk to us about this as soon as possible. It is important that you raise any such instances before we submit your grade.

### **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.

Further information around the arrangements for collection of 'A' level and GCSE results, along with enrolment into The Howard Sixth Form will be sent out later in Term 5.

### **Appeals**

Every effort has been made to ensure students are issued with the correct grades on results day, however, there will also be an appeals system as a safety net to fix any genuine errors that were not identified earlier on. 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**

If you don't think you have been issued with the correct grade, you can appeal to The Howard School who will review whether they:

- Made an administrative error, e.g. they submitted an incorrect grade; they used an incorrect assessment mark when determining your grade.
- Did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

To help you decide whether to appeal, you can request that The Howard School shares with you the following information on results day if not before:

- Their Centre Policy
- The sources of evidence used to determine your grade along with any grades/marks associated with them
- Details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness

#### **Stage 2: appeal to the exam board**

If you still don't think you have the correct grade after the centre review is complete, you can ask The Howard School to appeal to the exam board, who will review whether

- The school made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence.
- The school did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.
- The exam board made an administrative error, e.g. they changed your grade during the processing of grades.

At both stages of the process you will need to submit your appeal to The Howard School and provide us with written consent to conduct the appeal or submit it to the exam board on your behalf (Appeals should be addressed for the attention of Mr Edwards). It's important to remember that your grade can go down, up or stay the same through either stage of the process.

If you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also tell the school so they can ask the exam board to prioritise your appeal. The timelines for priority and non-priority appeals will be as follows:

- 10 August to 7 September: priority appeals window
- 10 August to 16 August: student requests centre review
- 10 August to 20 August: centre conducts centre review
- 11 August to 23 August: centre submits appeal to exam board
- 10 August to end October: majority of non-priority appeals take place » 10 August to 3 September: student requests centre review
- 10 August to 10 September: centre conducts centre review
- 11 August to 17 September: centre submits appeal to exam board

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.

Please see below a flow diagram which explains the appeals process.

Yours sincerely

*S Edwards*

**Mr S Edwards**  
Assistant Headteacher

# 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	

**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		
<b>Subject</b>	<b>Exam / banked units</b>	<b>Coursework</b>	<b>Performance</b>	<b>Mocks</b>	<b>Other</b>
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	