

Dear Parents,

RE: GCSE AND BTEC EXAMINATION RESULTS SUMMER 2021

GCSE and BTEC Level 2 students will be able to collect their results on Bromcom from 8.30am on Thursday 12<sup>th</sup> August.

On Wednesday 11<sup>th</sup> August access to the 'exams' icon on Bromcom will be locked out. Please note that school will NOT be open on 12<sup>th</sup> August.

Students who do not have a login for Bromcom, or cannot remember their password, must e-mail [Bromcomvle@hasmonean.co.uk](mailto:Bromcomvle@hasmonean.co.uk) urgently. Paper results will not be available on the day. Final certificates are not available until mid-October 2021; please do not come to school expecting to collect these on 12<sup>th</sup> August.

Once a student has a login, full instructions on how to view their results on Bromcom can be found on the Hasmonean website under Information\Students\Exams. These instructions can be downloaded and printed if they wish.

Boys' School - <https://hasmoneanboys.org.uk/exams-information/>

Girls' School - <https://hasmoneangirls.org.uk/exams-information>

Please also take note of the following BTEC grade codes:

\*2 - Distinction\* at level 2

D2 - Distinction at level 2

M2 - Merit at level 2

P2 - Pass at level 2

P1 - Pass at level 1

Please note that where a query exists about a student's results, the student should e-mail either [j.leigh@hasmonean.co.uk](mailto:j.leigh@hasmonean.co.uk) for boys or [n.james@hasmonean.co.uk](mailto:n.james@hasmonean.co.uk) for girls.

Students who have queries about a sixth form place can e-mail the Heads of Sixth Form on:

- Boys – Rabbi M Cohen – [m.cohen@hasmonean.co.uk](mailto:m.cohen@hasmonean.co.uk) (please also copy in Mrs Lebrecht: [d.lebrecht@hasmonean.co.uk](mailto:d.lebrecht@hasmonean.co.uk))
- Girls – Ms C Valencia - [c.valencia@hasmonean.co.uk](mailto:c.valencia@hasmonean.co.uk) for girls (please also copy in Mrs Brice [k.brice@hasmonean.co.uk](mailto:k.brice@hasmonean.co.uk))

Students who have any queries about entry into sixth form subjects can e-mail the following people:

- Boys – Rabbi M Cohen: [m.cohen@hasmonean.co.uk](mailto:m.cohen@hasmonean.co.uk) (please also copy in Mrs Lebrecht - [d.lebrecht@hasmonean.co.uk](mailto:d.lebrecht@hasmonean.co.uk))

- Girls – Ms C Valencia - [c.valencia@hasmonean.co.uk](mailto:c.valencia@hasmonean.co.uk) (please also copy in Mrs Brice [k.brice@hasmonean.co.uk](mailto:k.brice@hasmonean.co.uk))

We will be contactable via e-mail throughout the remainder of the school holidays to deal with any examination queries.

We have included additional information below regarding the Grading and Appeal processes for this summer.

Yours sincerely,

*Jane Leigh*

Mrs J Leigh

Exams Officer – Boys' School

Ms N James

Exams Officer – Girls' School

### **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 the examination boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance.

These grades were then approved by the relevant examination board, following external quality assurance checks.

In some cases, the TAGs we submitted may have been reviewed by the examination board, who may have asked us to submit an alternative grade. However, any changes to the grades we submitted were made by professional teachers or reviewers; this year no grades have been changed as a result of an algorithm.

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

All students have the opportunity to appeal their overall grade, and their speaking endorsement grade for MFL or English Language, if they meet the eligibility criteria (see below). **It is important to note that an appeal may result in a grade being lowered, staying the same, or going up.** If a student puts in an appeal and their grade is lowered, they will receive the lower mark.

There is also the option to resit GCSEs in autumn 2021, which may be preferable to some students. The design, content and assessment of these papers will be the same as in a normal year.

GCSE resits are due to take place 1<sup>st</sup> November-2<sup>nd</sup> December.

### **Are there any fees for appeal this summer?**

No.

### **What are the grounds for appeal?**

There are six main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). The first two grounds for appeal constitute stage one and the other four grounds constitute stage two.

### Appeals to the School (Stage 1-Centre Review)

1. You think we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet AND/OR
2. You think we have made a **procedural error**: this means we have not properly followed our own process, as approved by the examination board. An example of this would be where you have been told you should have received extra time for assessments but this was not given in a certain subject.

### Appeals to the Examination Board (Stage 2-Awarding Organisation Appeal)

3. Procedural issues at school not resolved during your stage 1 appeal AND/OR
4. Administrative error by the Board AND/OR
5. You think the **academic judgement on the selection of evidence was unreasonable**: you think the evidence used to grade you was not reasonable AND/OR
6. You think the **academic judgement on the grade you were given was unreasonable**.

### **What does 'unreasonable' mean?**

'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade.

This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence.

It also means that the independent reviewers will **not** remark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.

### **What are the two stages of an appeal?**

All appeals, on any of the grounds above, must first go through a **Centre Review (stage 1)**. At this stage, we will check for any administrative errors, and check that our policies and procedures were followed correctly. Our policy (which is published on our website) has already been approved by the examination boards, so we are only ensuring that we followed this properly. **Students must fill in the form below**: 'Student Request Form for Centre Review and Appeals to Awarding Organisations'.

The outcome of the Centre Review will be communicated to students as soon as it is available.

At the Centre Review stage, if we find that a grade should go up or down, we will ask the examination board to change it. They will then consider this request. Please be aware that grades can go down at this stage of the appeals process as well.

Following the outcome of a Centre Review, students may still choose to pursue an **Awarding Organisation Appeal (stage 2)**. **They must fill in the form below**, which we will then send on their behalf to the examination boards. Students and parents cannot send appeals directly to the examination board themselves – it must come from us.

The outcome of an Awarding Organisation Appeal will be communicated to students as soon as it is available. **The examination boards hope to deal with appeals within 42 days of receipt.**

### **What will be the outcome of an appeal?**

At either stage of the appeals process, **a student's grade may go up, stay the stay, or go down.** When lodging an appeal, the student will have to sign a declaration saying that they accept the fact that **they may get a lower grade than their original TAG. It is also important to note that even if an appeal is successful this may not result in a change in the grade originally awarded.**

### **What is a priority appeal?**

Priority appeals are only open to **A level students starting university this autumn, who have missed out on the conditions of their firm or insurance offer.** They are not open to any GCSE students.

### **What should I do before appealing?**

Students must read the JCQ Student and Parent guide before appealing, which will be available on the JCQ website by the results days.

We may not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in normal years, as we have already moderated and quality assured all the grades ourselves.

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

Following results days, students should fill in the first section of the **form below** and email it to Mrs Leigh (Boys' School) or Ms James (Girls' School).

### **What are the deadlines for non-priority appeals?**

Non-priority appeals relate to any GCSE or BTEC results, where a firm or insurance university place is not pending.

The deadline for submitting a Centre Review\* (stage 1) is 3<sup>rd</sup> September; and the deadline for submitting an Awarding Organisation Appeal\* (stage 2) is 10<sup>th</sup> September.

Appeals received after these dates may still be considered.

\*At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g. subject teachers, SEND knowledge). This may not be available in August. In such cases, we may have to wait until the start of term.

**You know my/my child's grades. Why can you not tell us?**

We are forbidden from disclosing the TAGs to any third party, including students and parents, until results days. Any teacher or member of staff who does this is committing examination malpractice.

Although students may have been given marks or grades on single pieces of evidence, we cannot disclose the final submitted TAG.

During the external quality assurance process taking place in June or July, our submitted TAGs may be moved up or down (although this will always be done through human agency, not by an algorithm).



AQA City & Guilds CCEA OCR Pearson WJEC

## Student Request Form for Centre Reviews and Appeals to Awarding Organisations

### Important information for students

#### What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

#### What will be checked during a centre review?

You can ask the centre to check whether it made a **procedural error**, an **administrative error**, or both.

A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

#### What will be checked during an awarding organisation appeal?

You can ask the awarding organisation to check whether the centre made a **procedural error** - or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

#### When do I need to submit my request?

You should submit a request for a centre review by **16 August 2021** for a **priority appeal**, or by **3 September 2021** for **non-priority appeals**.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. Priority appeals that aren't submitted to the awarding organisation by **23 August 2021** will still be treated as a

priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

### What is a priority appeal?

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. You should inform your intended higher education provider that you have requested a centre review or appeal.

### What is your UCAS personal ID and why is it needed?

Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.

## Stage one – centre review

### A. Student request

This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

<b>Centre Name</b>		<b>Centre Number</b>	
<b>Student Name</b>		<b>Candidate Number</b>	
Qualification title e.g. AQA GCSE English Language			
Teacher Assessed Grade issued			
<b>Is this a priority appeal?</b>  A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.	Choose an item.	If Yes provide your UCAS personal ID e.g. 123-456-7890	

### Grounds for centre review

Please tick one or both of the options if they apply to your request. If you don't think either apply, your centre will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended.

Administrative Error by the centre e.g. the wrong grade/mark was recorded against an item of evidence	<input type="checkbox"/>	Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	<input type="checkbox"/>
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**Supporting evidence**

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. There is a 5,000 character limit.

**Acknowledgement**

I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above. In submitting this review, I am aware that:

- The outcome of the review may result in my grade remaining the **same**, being **lowered** or **raised**
- The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded.

Student Name

Student signature

Date

**B. Centre review outcome**

This section should be completed by the centre and shared with the student as a record of the outcome of the centre review.

**Centre Review Outcome**

Please tick the outcome of the review and then record the original grade and the revised grade if applicable.

Upheld	<input type="checkbox"/>	Not upheld	<input type="checkbox"/>	Partially upheld	<input type="checkbox"/>
Original Teacher Assessed Grade			Revised Teacher Assessed Grade if applicable		

**Information considered by the centre**

Please provide a short explanation of the evidence that you have reviewed. There is a 5,000 character limit.

**Rationale for the outcome of the centre review**

Outline the centre's findings from the centre review e.g. procedural or administrative error and if relevant, details of the error. There is a 5,000 character limit.

**Authorisation and dates of next stages**



Please complete the boxes as appropriate. Boxes 1 and 2 **must** be completed in every case. Boxes 3 and 4 need only be completed when requesting a grade change.

1. Date that the decision and rationale was issued to student		2. Date student informed of how to proceed to stage 2 (appeal to awarding organisation)	
3. Confirmation that a senior leader has authorised any grade change		4. Date that grade change is submitted to awarding organisation	

## Stage two – appeal to awarding organisation

This section is to be completed by the student. An awarding organisation appeal must be submitted to the centre and the centre will then submit it to the awarding organisation.

### Grounds for appeal

Please tick the grounds upon which you wish to appeal

<b>1. Administrative error by the awarding organisation</b>	<input type="checkbox"/>
<b>2. Procedural issue at the centre</b>	
a. Procedural Error	<input type="checkbox"/>
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances	<input type="checkbox"/>
<b>3. Unreasonable exercise of academic judgement</b>	
a. Selection of evidence	<input type="checkbox"/>
b. Determination of Teacher Assessed Grade	<input type="checkbox"/>

### Evidence to support an appeal

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases you must provide a clear reason but it doesn't have to be lengthy.

#### 1. Administrative error by the awarding organisation

You **must** provide a clear explanation. There is a 5,000 character limit.

#### 2. (a) Procedural Error

This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above. There is a 5,000 character limit.

#### 2. (b) Issues with access arrangements / reasonable adjustments and/or mitigating Circumstances

You **must** provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

**3. (a) Selection of evidence**

You **must** provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

**3. (b) Determination of the Teacher Assessed Grade**

You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit.

**Acknowledgement**

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above.

I am aware that:

- The outcome of the appeal may result in my grade remaining the same, being lowered or raised
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from your school/college.

**Student Name**

**Student signature**

**Date**

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