



30 April 2021

Dear Parent/Guardian

End of the Year Procedures

Examinations Section of the Website

In line with JCQ guidance, we have updated the Examinations section of the website with current details and policies. In particular, please note that the Information for Candidates section contains all the most recent JCQ information and that the Examination Policies and Procedures section has all our most recent school policies. The Examinations section of the website can be found [here](#).

GCSE Results

GCSE results day will be on 12 August 2021 and we are planning to offer students two methods of collection for results this year:

1. Collection from school – Students who opt for this option will be able to collect their results in person from the school site, between 10.00am and 11.30am. If students are unable to collect their results in person and do not wish to receive them via email, they are able to nominate someone else to collect them on their behalf. The nominee must have a signed letter from the student (not the parent) which expresses the student's permission for the named nominee to collect the results on their behalf. The named nominee must also bring photo ID for themselves along with the signed letter. **We will not release results to third parties under any other circumstances.**

2. Email - All other students will be emailed (from 8am) on 12 August and will receive the hard copy results in the post by Friday 13 August. These emails will be sent to the student's **school email address** unless the student has already sent a signed letter/email stating they wish an alternative address to be used (e.g. parent).

In order to support students who need further advice and guidance with respect to their post-16 provision, members of the Leadership Team will be available to help them on Thursday 12 August 2021 from 1pm to 3pm, and on Friday 13 August 2021 from 9am to 12.30pm. Meetings will take place in the canteen. Parents and students will be asked to wait in the Main Hall until they are able to be seen.

Please also note that Adviza, a careers advisory service, will be available to provide independent advice to students during the results period. Details of the availability will follow closer to the time.

Appeals Process and Deadlines

Normal reviews of results and appeals will not apply this summer. However, if students feel an error has been made they have the right to use the Appeals process:

- Stage 1, Centre Review - ask their centre to check if an administrative or procedural error has occurred.
- Stage 2, Appeal to the awarding organisation – the centre will submit an appeal on behalf of the student if the student considers that the centre did not follow its procedure properly, they think the awarding organisation made an error or they consider the grade awarded was an unreasonable exercise of academic judgement.

Students should be aware that if they enter into either stage of the appeals process, their **grade could go down, up or stay the same**. Full details of the Appeals process are provided in the Addendum to Complaints Policy (Examination Results 2021), which is available on the Examinations section of the website. This policy also includes the following important dates:

Date	Activity
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 awarding organisation
10 August to 31 October	Non-Priority Appeals Window
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 awarding organisation

Certificates

GCSE certificates from the summer series will look the same as in previous years and carry 'equal status'. These certificates will be issued at the annual Presentation evening, which is held at school in November (provisionally Thursday 25 November). Further information, including invitations, will be issued closer to the date. The evening will be a school wide celebration and will, this year, incorporate the main awards from Sports Presentation Evening as well as an opportunity for the current Year 11 to formally mark the end of their time with the school. Any certificates not collected on this occasion will be posted to the current address we hold on file using a signed for postal method.

November series

We are led to believe that there will be a full November GCSE series for any student who wishes to try and improve their grades by sitting the exam papers. We will have further information about this option by results day and will be able to share information with students who wish to explore it.

Yours faithfully



Emma Bliss
Deputy Headteacher