



Monday 19th July 2020

Dear Parent/Guardian,

As you know, Tuesday 10th August will be a significant day for your son/daughter. On that day, they will receive grades that will to a large degree, determine how they will spend the next few years of their life.

Every year a significant (and seemingly growing) proportion of students end up changing their plans on results day, either by securing an offer at an alternative university (through Adjustment or Clearing) or by securing paid employment through an apprenticeship. This process can be difficult, but it rewards students who have prepared carefully and who approach the day equipped with a 'Plan B' and a 'Plan C'. This is even more important this year, given the amount of disruption caused by the pandemic.

In this letter you will find the official advice given to students and parents by UCAS, as well as a worksheet for your son/daughter to fill out before the big day. This worksheet will prompt them to fully consider their options should their results be better, or worse, than expected.

The importance of checking Track

Early on the morning of the 10th August (**not** midnight the night before), UCAS Track (www.ucas.com/track) will update your son or daughter with the status of their application – it should be the first place they look when they wake up. Track will *not* show the student their A-level or BTEC results, but will tell them whether they have been accepted onto either their 'firm' or 'insurance' course.

The importance of being in school early

School will be open at 8:30am on the 10th August for students to collect their grades and seek advice. We recommend all students come in as early as possible, equipped with two mobile phones. This is especially important if they discover they have not met their conditional offers, but students with offers may also be able to find a superior university place through Adjustment. We will be implementing the following safety measures to ensure the process is Covid-secure:

- Staff on the gate will ensure the number of students onsite is controlled
- We are using the main hall as it is a bigger area to enable better social distancing
- The space used will be well ventilated, with doors and windows open
- A one-way system will be in place
- Wipes will be available to clean desks/computer spaces where necessary

Options when they get their grades

If your son/daughter's grades are either better or worse than those required by their chosen universities, they may be able to find a place somewhere else:

1. Adjustment

If their exam results turn out to be better than expected and not only meet, but exceed, the conditions of their conditional firm offer, they have the option to 'trade up' using Adjustment. This allows them to register and apply for other courses in a five-day window,

whilst holding their original confirmed place. Visit www.ucas.com/adjustment for more information.

2. Clearing

If on the 10th August they don't have any offers from universities that they want to go to, they can try to find another place using Clearing. Even though they can't approach a university for a Clearing place until they have their results, it's worth doing some research in advance to consider the types of courses that are available. The vacancies are all visible on ucas.com now. This could save time if they need to use Clearing in the future.

Because they will deal directly with university admissions staff in Clearing, they should treat the process as a mini-interview. Nothing can be gained from a speculative phone call with little or no understanding of the course or university, particularly during Clearing – it is still a competitive process and should be viewed as such. Visit www.ucas.com/clearing for more information.

Non-University Options

On results day there will be members of staff at school available to speak to individual students about apprenticeships and other non-University options, such as gap years. As with Clearing, the students who carefully research their options prior to the day will be more likely to secure the most sought-after positions and opportunities.

To ensure your son/daughter is properly prepared for results day please ensure they fill out the enclosed worksheet carefully and bring it with them on the 10th August.

Finally, if they absolutely cannot be in school by 10am on the 10th August it is important that they email Miss Johnson (f.johnson@arkacademy.org) and myself so we can arrange for results to be sent electronically.

All the best,

Mr Triantafilidis
Head of Year 13
n.triantafilidis@arkacademy.org

Appeals Process Summer 2021

The Joint Council for Qualifications (JCQ) have now published the criteria upon which students are entitled to appeal an exam grade. The grounds for appeal are;

Stage 1 Centre Review:

1. If the Centre has failed to follow its procedures properly or consistently in arriving at that result or
2. Made an administrative error in relation to the result

The centre will undertake a review and report the outcome to the student and liaise with the exam board. Only if this process has taken place and the candidate is still concerned they can proceed to;

Stage 2 - Appeals to the exam board

3. Procedural or administrative error or
4. Student considers their grade reflects an unreasonable exercise of academic judgement, in the way the grade was determined or in the selection of evidence.

All appeals must be submitted via the school/centre, not direct from student/parent to the exam board. The outcome will either direct the centre to review the grade and resubmit it, or the exam board will determine the new grade and confirm this to the centre, who will inform the student.

Stage 3 – Ofqual exam procedures review

An appeal can be made if the student considers that the exam board has made a procedural error. For BTEC a complaint can be submitted.

Please see the below infographic which confirms details of each stage of the appeals process and the accompanying deadlines.

There are stringent deadlines for appeals. Students must speak to a member of staff as soon as possible once results are received, if considering an appeal. To proceed further, speak to Miss Ozeke, Miss Keane or Mrs Timothy and they will support you in completing Form B, which confirms student consent to review the grade given. It is important to understand that in consenting to either a Centre Review or Appeal that there is a risk that the grade can be lowered.

There will be an opportunity to re-sit **A Level** exams in the Autumn term for any student who needs to. The final entry deadline for **A Level** exams is 8th September 2021. Please contact Mrs Timothy, Exams Manager a.timothy@arkacademy.org in advance of this date to discuss arrangements if you wish to do this.

Appeals Overview

2021

Priority Appeals:

Where a University place or Apprenticeship is at stake. UCAS ID must be provided and you must keep the university informed at each stage.

Stage 1 Deadline: 16th August

Stage 2 Deadline: 20th August

Non-Priority Appeals:

Where a University place or Apprenticeship is not at stake.

Stage 1 Deadline: 3rd September

Stage 2 Deadline: 10th September

Stage 1

Centre review

The first stage of the process is referred to as a centre review. If a student does not consider that they have been issued with the correct grade, they can ask their centre to check if an administrative or procedural error has occurred.

The centre will need to ensure the student is aware that their grade could go down, up or stay the same.

If the centre finds that an error has occurred, they will be able to submit a request to the awarding organisation to correct the error and amend the grade without the need to make an appeal.

Stage 2

Appeal to the awarding organisation

The second stage of the process is referred to as an appeal to the awarding organisation (submitted by the centre on the student's behalf).

An appeal should be submitted if the student considers that the centre did not follow its procedure properly; the awarding organisation has made an administrative error, or the student considers that the grade awarded was an unreasonable exercise of academic judgement.

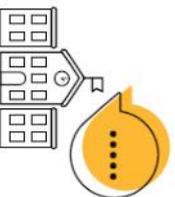
The centre will need to ensure the student is aware that their grade could go down, up or stay the same.

Stage 3

Ofqual exam procedures review

The third stage of the process is referred to as an appeal to Ofqual's Exam Procedures Review Service (EPRS) if the student considers that the awarding organisation has made a procedural error.

Grounds for appeal



In summary, there are four grounds upon which a centre review or an appeal to an awarding organisation may be requested:

- **At stage 1:** The centre made an administrative error, e.g. an incorrect grade was submitted; an incorrect assessment mark was used when determining the grade.
- **At stages 1 and 2:** The centre did not apply a procedure correctly, such as the centre did not follow its Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or special consideration.
- **At stage 2:** The awarding organisation made an administrative error, e.g. the grade was incorrectly changed by the awarding organisation during the processing of grades.
- **At stage 2:** The student considers that the centre made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of the grade from that evidence.