



Thursday 22<sup>nd</sup> July 2021

Dear Parent/Guardian,

As you know, **Thursday 12<sup>th</sup> August** will be a significant day for your son/daughter. On that day, they will receive their GCSE grades that will determine their next educational steps. We are extremely excited to see our students and support them on this important day. Ahead of results day I wanted to share some key information with you, so please read carefully.

Every year a number of students end up changing their plans on results day, either by securing an offer at our sixth form or an alternative post-16 institution. This process can be difficult, but it rewards students who have prepared carefully and who approach the day equipped with a 'Plan B' and even a 'Plan C'. This is even more important this year, given the amount of disruption caused by the pandemic.

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
- Hand sanitiser stations will feature in numerous locations
- Wipes will be available to clean desks/computer spaces where necessary

#### **The importance of being in school early**

School will be **open at 9am on the 12<sup>th</sup> August** for students to collect their grades and seek advice if necessary. We recommend all students come in as early as possible. This is especially important if they discover they have not met their conditional offers from their preferred post-16 institution.

#### **Ark Academy Sixth Form Enrolment**

Once students have collected their results, **those holding offers, who meet the entry requirements** will be able to enrol in the sixth form. Students enrolling will have the opportunity to discuss subject choices with the member of staff enrolling them. However, we strongly encourage the thinking about subject choices to be done in advance. Of course, it may be necessary to make adjustments on the day based on results but we are confident that all Year 11 students have received excellent guidance and support to have a good understanding of what they would like to study in the sixth form.

#### **Careers & Pathways Guidance:**

On results day there will be members of staff at school available to speak to individual students about their next steps and post-16 options. We will also have dedicated support from Disha Dansinghani; our impartial careers advisor on the day. If your son/daughter is unsure of what to do next or requires further guidance and support then they will have the opportunity for a one-to-one meeting with Disha.

### **Destinations Data**

As a school we are required to capture destinations data for all students. This means knowing both the institution and course that each student goes on to study after their GCSEs. We will be sending a link to a digital form to capture this information after results day so please look out for this in your e-mail inbox.

**Student Chromebook Returns** - Year 11 students not enrolling at Ark Academy's sixth form are required to return their school issued Google Chromebook on results day. GCSE results may be withheld until the Chromebook has been returned. All Chromebooks should be brought in on results day in case applicants fail to meet the entry requirements. Of course, all students who enrol can take home their Chromebook and continue to work on their bridging work. A 'Chromebook Return' desk will be set up inside the atrium. Thank you for your support with this.

Finally, **if your son/daughter absolutely cannot be in school by 11am on the 12<sup>th</sup> August** it is important that they email Mrs Boyle ([c.boyle@arkacademy.org](mailto:c.boyle@arkacademy.org)) and myself so we can arrange for results to be sent electronically.

All the best,

A handwritten signature in black ink, appearing to be 'S. O'Carroll', written in a cursive style.

Mr O'Carroll  
Vice Principal  
[s.ocarroll@arkacademy.org](mailto:s.ocarroll@arkacademy.org)

## GCSE 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

Appeal can be made if the student considers that the exam board has made a procedural error.

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 exams in the Autumn term for any student who needs to. The final entry deadline for GCSE is 4<sup>th</sup> October 2021. Please contact Mrs Timothy, Exams Manager [a.timothy@arkacademy.org](mailto:a.timothy@arkacademy.org) in advance of this date to discuss arrangements if you wish to do this.

# Appeals Overview

## 2021

### Appeals Deadlines

There are stringent deadlines for appeals. If considering an appeal students must speak to a member of staff as soon as possible once results are received.

**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.

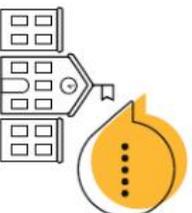
The centre will need to ensure the student is aware that their grade could go down, up or stay the same.

## 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.