

21 July 2021



Ralph Allen School

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Summer 2021 Results, Appeals and Certificates – Information for Students

Dear Parents/Carers,

This letter is to support the collection of your child's results and how the appeal process works.

Teacher Assessed Grades

Your grades have been determined by teacher judgement, signed off by each head of department and the headteacher, in accordance with the [JCQ guidance](#) and submitted to the relevant awarding organisation. A broad range of evidence has been used to determine your grades. These grades have then been subject to moderation and quality assurance checks. Exam access arrangements, mitigating circumstances and special considerations have consistently been applied and adjustments made for eligible students.

Please refer back to the letter to parents, dated 24 March 2021, which outlined the process adopted and Ofqual [Student guide to awarding: summer 2021](#) which tells you how you will get your qualifications in summer 2021 and where you can get more information.

You can have confidence that your grades have been fully checked and the grading process has been externally reviewed by the exam boards.

Results

Results will be available for collection on results day(s) in August as follows:

Date	Qualification type	Time	Venue
Tuesday 10 August	AS and A Levels	9.00am – 11am	Lee Sixth Form Centre
Thursday 12 August	GCSE, FSMQ, CNAT, BTEC and NCFE Cache Level 1/2 qualifications and Functional Skills	9.30am – 12.10pm	Main Hall

Arrangements for results day(s)

Arrangements for collection of results will be in relation to any public health measures still in place. Unfortunately, parents will not be permitted into school but may wait for you outside.

Collecting exam results in person is strongly advised so you can access support and guidance from members of staff on site should you need to. Staff will be available at school on results day and the following days to help you with your queries, please see 'concerns about your results' section.

If you wish a relative or friend to collect your results you must send a signed letter of authorisation with the collector. **Results will not be given over the telephone under any circumstance.** Any

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results not collected on the day will be posted to your home address. Please make us aware of any changes.

If you are unable to receive results via the options above, you will be able to view them on **Insight** on results day from 11am. Exam results can be found under the assessment tab.

A level results day - Tuesday 10 August

Students will be invited to wait outside the Lee Sixth Form Centre at a suitable safe social distance and will come into the Lee Centre classrooms in small groups to collect results. There will be a one way system in place.

If you have applied for university, please bring your UCAS number and password so you can log into Track if you need to (UCAS Track is available online from 8.30 am).

Ms Haggett, the sixth form team and the exams team will be available until 4pm if students have queries. Our careers advice is provided by Melanie Whalley, our school careers adviser, who will also be available on results day. If you have concerns about your results, you should raise these with members of staff on the day.

Don't forget, if you still have textbooks at home, please name them and bring them with you.

Please also let us know what your plans are by completing the destinations form inside your envelope and stay in touch by signing up to the alumni <https://networks.futurefirst.org.uk/register>.

GCSE results day - Thursday 12 August

There will be a one-way system in place in the main hall and you will be shown where to collect your results envelopes. To enable us to manage the number of students on site and the support available we are asking students to arrive in 20 minute intervals according to their tutor groups.

Tutor group	Time	Tutor group	Time	Tutor group	Time	Tutor group	Time
Dr1	9.30-9.50am	Hg1	10.10-10.30am	Pg1	10.50-11.10am	Px1	11.30-11.50am
Dr 2	9.50-10.10am	Hg2	10.30-10.50am	Pg2	11.10-11.30am	Px2	11.50-12.10pm

In addition to your statement of results, inside your envelope you will find information on the post results process and guidance.

Year 11 students who have applied for Ralph Allen Sixth Form will receive further information on next steps. This may include details of an online enrolment form and/or an appointment time to see one of the leadership team or sixth form team to discuss next steps. We will have opportunities

for students to seek further guidance via an appointment system. This may include careers advice from our school careers officer, Melanie Whalley.

You should all not leave the school site until you read the content of the envelope in case an appointment has been made for you or you need to follow up on any query.

Concerns about your results

When you receive your results, if you think that a grade is wrong, your first step should be to speak to staff present on the day or Mrs Dale, exams officer for advice.

Date	Time	Qualification	Team
10 August	9 – 4pm	A level	Leadership, sixth form & exams team
11 August	9 – 4pm	A level	* Leadership and sixth form team by appointment only Exams team
12 August	9- 4pm	GCSE	Leadership sixth form & exams team
13 August	9- 4pm	GCSE	* Leadership and sixth form team by appointment only. Exams team
14 August	9 -1pm	Both A level and & GCSE	* Leadership team by appointment only Exams team
16 – 20 August	9 – 4pm	Centre reviews & appeals	Exams team

By appointment only * Appointments will be bookable via insight. Details will be enclosed within result day packs issued on the day.

The arrangements for appeals

There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation

The information below describes the arrangements in place for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

Stage 1 – Centre review

- If a student does not consider they have been issued with the correct grade, they can submit a request for a centre review [completing the student request form \(stage 1\) Centre review](#) to check if an administrative or procedural error has occurred.
- The outcome of the centre review will be shared with the student and may result in the student's grade remaining the **same**, being **lowered** or **raised**.
- If an administrative or procedural error is found, Mrs Lale will submit a request to the awarding organisation to correct the error and amend the grade without the need to submit an appeal to the awarding organisation.

Stage 2 – Appeal to the awarding organisation

- An appeal to the awarding organisation will only be submitted if the first stage, centre review, has been completed and the outcome of the first stage has been issued to the student.
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the student wants to improve their grade, they may want to consider entering for the autumn exam series.
- If the student believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the student considers that the grade awarded was an unreasonable exercise of academic judgement, the student can submit a [student request form \(stage 2\) Awarding Organisation Appeal](#) to proceed with an appeal to the awarding organisation on their behalf.
- Mrs Lale will then submit the appeal on the student's behalf according to the requirements of the awarding organisation to which it is being submitted.
- The awarding organisation will determine the grade at appeal and the outcome will be final.
- The outcome of the appeal may result in the grade remaining the **same**, being **lowered** or **raised**.
- There is no further opportunity to appeal the outcome to the awarding organisation.
- The awarding organisation's appeal outcome letter will be provided to the student.
- Should the student still remain concerned their grade was incorrect, they may be able to apply for a procedural review. The appeal outcome letter will include the next appropriate steps, where applicable, to apply for a procedural review to the Exam Procedures Review Service (EPRS).

Note - 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. For more information please refer to the Department for Education's blog <https://dfemedia.blog.gov.uk/2021/06/09/exam-appeals-what-can-i-do-if-i-think-my-grade-is-wrong-how-do-i-appeal-what-will-happen-if-i-appeal-your-questions-answered/>

Deadlines to submit a request

Priority appeal

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. You should inform your intended higher education provider that you have requested a centre review or appeal. You will need to provide in the request form(s) your UCAS personal ID code which is included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.

13 August 2021 – deadline for a student to request a Stage 1 - centre review.

20 August 2021 – deadline for a student to request a Stage 2 – appeal to awarding organisation.

Priority appeals that are not submitted to the awarding organisation by 20 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.

Non-priority appeal

3 September 2021 - deadline for a student to request a Stage 1 - centre review

10 September 2021– deadline for a student to request a Stage 2 – appeal to awarding organisation

The exams team will be available between 10 – 20 August to help you with post result queries. The exam office will reopen on 3 September. Requests for priority appeals must be submitted by 20 August. Outcomes from awarding body appeals will be forwarded to students during the holidays.

Priority will be given to appeals relating to university places but please submit your non priority appeal as soon as possible. If you are unable to submit a non priority request before 20 August please do so during the summer holiday and before 3 September.

We have a dedicated post results email address to log your concerns

examresultqueries@ralphallenschool.com

Autumn 2021 exam series

Students who do not feel their teacher assessed grade reflects their ability will have the opportunity to sit an exam in the autumn term to improve their grade. Exam boards will be offering exams in October for AS further maths and A levels, and in November and December for GCSEs.

The exams will be in a standard format and no adaptations will be made other than reasonable adjustments for eligible students. All subjects will be assessed by exam except art & design which will be assessed by a task set and marked by the exam board. Your grade will be determined by your performance on this task.

The exams will assess you in the same way as had been planned for exams in summer 2021, including assessing you on a reduced number of topics for GCSE English literature and history. If you get a higher grade in your autumn exam than you get this summer, then we can ask the exam board to provide a new certificate showing your higher grade.

Certificates

We would hope to issue your certificates during a celebration event in the new academic year. Details of these events will be communicated later. There will also be an opportunity to collect certificates from school at a prearranged time and the option to arrange for them to be posted.

We are only obliged to keep certificates for one year after, which they will be securely destroyed. Replacements will only be available directly from the relevant awarding bodies at a cost of £45 per certificate.

With best wishes



Mr A Greenhough

Headteacher