

1 July 2021



Dear Parent/Carer,

### Update on the appeals process for Year 11 Teacher Assessed Grades

I am writing to update you on the government guidance regarding appeals and to share the school's procedures and processes. Please be assured that we, as a school, have worked hard to ensure that the grades our pupils receive are a fair reflection of their ability and are evidence based. The appeals process fully reflects government guidance and is there to ensure that any potential errors are rectified.

All schools in the Minerva Learning Trust will be using a standard appeals policy. This can be found on our Year 11 Teacher Assessed Grades information hub on the school website: <https://hgsc.co.uk/news-and-events/news/2021-04-19/year-11-teacher-assessed-grades-information-hub>. It is important, before you make any decision to appeal, that you read this policy thoroughly. Grounds for appeal, in the first instance, **could** include:

- You think we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.
- You think we have made a **procedural error**: this means we haven't followed our own process as outlined in the school policy.

All appeals, on any of the grounds above, must first go through a **centre review**. At this stage, we will check for any administrative errors, and check that our policies and procedures were followed correctly (the appeals form can be found on our website). Our policy has already been approved by the exam boards, so we are only ensuring that we followed this correctly. Following the outcome of a centre review, students may still choose to pursue an **awarding organisation appeal**. This requires the completion of the corresponding form which is also available on our website.

A flow chart is also included on the website to assist you, if you would like to proceed with an appeal – this includes key dates and deadlines. **Please be aware that in this appeal's process, grades can go down as well as up.** The school will provide full support to you if you decide to appeal, as we believe the most important thing is that pupils receive the correct grades and that a rigorous and fair process is followed, that is fair to all. Please ensure you have read all the relevant documents, on the website, before proceeding.

You can also find, on the information hub (link above), a document outlining the general approach taken by the individual GCSE subjects in awarding grades. This includes details of the standard evidence set used. Please be aware that this is not an exhaustive list and where pupils were unable to sit certain assessments or there were special circumstances, we have either taken this into account, or used alternative evidence where appropriate. Access arrangements or reasonable adjustments were provided as standard for the vast majority of evidence collected however, where this was not possible we have either taken this into account or used alternative evidence. We do keep a record of this information, and if you would like to access this information please contact me directly, on the dedicated exam email address below, prior to **Monday 12 July**.



Where possible we have also shared all physical evidence with pupils prior to them leaving school. We have strived to be as transparent as possible in this process, but if you do have any concerns about evidence used, or circumstances that we may not have been made aware of, please do not hesitate to contact me, by email, as this may be grounds for an appeal.

We cannot share pupil's grades before the **Thursday 12 August**, under any circumstances. We will be sending GCSE results, on that day, to pupils' school Outlook accounts due to the present circumstances. However, we will be providing a full telephone support system covering both appeals, careers and wellbeing.

Regards,

Mr Wright  
Assistant Headteacher  
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