



2nd July 2021

FAO: Parents/carers of students entered for 2021 examination results

Dear Parents/Carers

As we approach the end of term, we would like to update you regarding arrangements for results days, and subsequent next steps guidance and advice. We hope that, despite the unusual circumstances surrounding this year's exam results for the second year, there will be much to celebrate and that students' hard work will be recognised.

As previously communicated, exam results days are scheduled for:

Tuesday 10th August for A level and vocational level 3 results
Thursday 12th August for GCSE and vocational level 1 and 2 results

Our results days will operate as follows:

A level results day, Tuesday 10th August:

A level results can be collected by students from Osborn hall from **8.30 am**. Students and parents will be asked to observe social distancing in line with protocols in place at that time and we ask that only students enter the hall to collect their results envelope. There will be a queuing system outside of Osborn hall from the fire exit doors. Once results are collected we ask that students move outside of the hall via the opposite fire exit doors to open results. Students and parents are welcome to stay to open results outside Osborn hall and celebrate with friends maintaining appropriate protocols.

Mrs Merrigan and Mrs Smith will be available to discuss any issues regarding University entry and any queries regarding appeals.

GCSE results day, Thursday 12th August:

GCSE Results can be collected by students from Osborn hall at the following times:

8.30-8.40am Oxford tutor group

8:45-8:55am Kings Tutor group

9am-9:10am: Edinburgh tutor group

9:15-9:25am: Cambridge tutor group

9.30am-9.45am: collection for any students who missed their allocated time slot above

In order for social distancing protocols to be maintained we ask that students keep to their tutor time allocations and only students enter the hall to collect their results envelope. There will be a queuing system outside of Osborn hall from the fire exit doors. Once results are collected we ask that students move outside of the hall via the opposite fire exit doors to open results. Students and parents are welcome to stay to open results outside Osborn hall and celebrate with friends, maintaining social distancing.

Mrs Merrigan and Mrs Smith will be available to discuss any post 16 or appeals queries. Emma fuller will also be available to discuss any post 16 queries you may have.

Appeals process

If you feel a grade awarded to you may be wrong the steps for queries and appeals is laid out below:

- 1) Speak directly to Jackie Smith DHT in the first instance and outline your concern or contact via email at Jackie.smith@ridgeway.herts.sch.uk . If having spoken to Mrs Smith you believe an error has been made in the process of reviewing evidence and awarding the final grade there is a two-stage process outlined below, the full appeals policy can be found on our school website:

Stage 1 – Centre review

- If a student does not consider they have been issued with the correct grade, they can submit a request to Alex Smith, Exams Officer to check if an administrative or procedural error has occurred
- Alex Smith, Exams Officer will email the student a copy of the interactive JCQ Student Request Form for Centre Reviews and Appeals as an attachment.
- On receipt, the student should open the attachment, read the important instructions, fully complete section A. Student request of the Stage one – centre review form including electronic signature and date. The form should be saved and returned as an email attachment to alex.smith@ridgeway.herts.sch.uk.
- The outcome of the centre review may result in the student's grade remaining the same, being lowered or raised
- On completion of the review Alex Smith, Exams Officer will complete section B. Centre review outcome of the form and share with the student as a record of the outcome, in sufficient time prior to the relevant appeal to awarding organisation deadline.
- If an administrative or procedural error is found, Alex Smith, Exams Officer 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 request to Alex Smith, Exams Officer to proceed with an appeal to the awarding organisation on their behalf

- To proceed, the student must complete the Stage two – appeal to awarding organisation section of the form, including electronic signature and date. The form should be saved and returned as an email attachment to alex.smith@ridgeway.herts.sch.uk.
- Alex Smith, Exams Officer 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 by email to the student by Alex Smith, Exams Officer as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.
- 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)

Yours sincerely



Mrs J. Smith
Deputy Headteacher