



RUTLISH SCHOOL

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Headteacher: Ms L. Howarth

21 July 2021

Dear Student/Parent

GCE A Level and BTEC exam results day is **Tuesday 10th August 2021**.

We will email results to students soon after 8.30am on 10th August. Please refer to the letter attached with details of how to login to <https://londonmail.lgfl.net>. As your son is leaving the school this email address will only remain live until 28th August 2021.

Students can also come to school to collect their results. For male students they should come to **RR6 building at Rutlish School** between 8.30am and 10.30am. **Access to the school will be by the Mostyn Road entrance only.**

Female students will be advised of separate arrangements by Ricards Lodge.

Students should make sure they follow all government [Covid19 safer travel guidance](#). We request that only the student attends and does not bring family or friends with him on to the school site nor around the school gates. On arrival at school please follow all instructions as these are in place to protect students and staff eg for example they will be asked to use the hand sanitizer provided.

We can only issue results to the individual student concerned. Family or friends will not be given a student's results unless they have written authorisation from the student and photographic proof of the collector's identity is provided.

Staff will be available on the day to discuss any UCAS issues and university applications.

If your son has any Covid19 symptoms we ask him not to come in to school and to follow the government guidance and self-isolate. Should he wish to speak to a member of staff you can email Ms Cadman on Ashleigh.cadman@rutlish.merton.sch.uk giving his name and a contact number and we will make arrangements for someone to call him.

I have attached details of the appeals procedures for Summer 2021 as set by Ofqual and the JCQ, which gives opportunity for students to appeal their exam results.

Ofqual have consulted on an additional autumn exam series for students who wish to retake their GCE A Levels and this information is included. The Autumn exam dates for GCE's are from Monday 4th October until Friday 22nd October.

We will be in contact on 9th August if there are any changes to these arrangements.

Kind regards

Miss April Bancroft
Exams Officer



Parents and Y13 Student guide to Appeals

Grades this summer were based on Teacher Assessed Grades (TAGs). TAGs were submitted to the exam boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance.

These grades are being approved by the relevant exam board, following external quality assurance checks.

In some cases, the TAGs we submitted may be reviewed by the exam board, who may ask us to submit an alternative grade. However, any changes to the grades we submitted were done by professional teachers or reviewers; this year no grades have been changed as a result of an algorithm.

Collecting results

Results will be available for students to collect in person from RR6 on Tuesday 10th August from 8.30am (we are not allowed to issue results before this time).

What do I do if I'm not happy with my / my child's grade?

All students have the opportunity to appeal their grade if they meet the eligibility criteria (see below). It is important to note that an appeal may result in a grade being lowered, staying the same, or going up. So if a student puts in an appeal and their grade is lowered, they will receive the lower mark.

Only students will be able to appeal their grade.

There is also the option to resit GCSEs and A levels in the autumn, which may be preferable to some students. The design, content and assessment of these papers will be the same as in a normal year.

What are the grounds for appeal?

There are five main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

- 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 properly followed our own process, as approved by the exam board. An example of this would be where you've been told you should have received extra time for assessments but this wasn't given in a certain subject.
- You think the **academic judgement on the selection of evidence was unreasonable**: you think the evidence used to grade you was not reasonable.
- You think the **academic judgement on the grade you were given was unreasonable**.

What does 'unreasonable' mean?

'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade.

This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence.

It also means that the independent reviewers will **not** remark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.

What will be the outcome of an appeal?

At either stage of the appeals process (see 'What are the two stages of an appeal?' below), a student's grade may go up, stay the same, or go down. When placing an appeal, the student will have to sign a declaration saying that they accept the fact their grade may go down and they may get a lower grade than their original TAG.

What's a priority appeal?

Priority appeals will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of 8th September. JCQ cannot offer priority appeals for GCSE students, unfortunately.

Priority appeals are only open to **A level students starting university this autumn, who have missed out on the conditions of their firm or insurance offer.**

If you decided not to confirm a firm conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal. When making a priority appeal, students will have to include their UCAS number so it can be confirmed that it is a genuine priority appeal.

What should I do if I don't get into my first choice of university?



First, don't panic. Contact Marjan.green@rutlish.merton.sch.uk or speak to a member of staff on results day about your options. You may wish to go through clearing, or sit the autumn exams or summer exams next year to try to improve your grade.

If you are going to appeal your grade, you must let your university know you are appealing. They will then let you know whether they will hold a place for you pending the outcome of an appeal (note that universities are not obliged to hold a place for you; this is at their discretion).

What should I do before appealing?

Students must read the JCQ Student and Parent guide before appealing, which will be available on the JCQ website by results days.

We may not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in normal years, as we have already moderated and quality assured all the grades ourselves.

What are the two stages of an appeal?

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. Our policy has already been approved by the exam boards, so we are only ensuring that we followed this properly.

The outcome of the centre review will be communicated to students when made.

At the centre review stage, if we find that a grade should go up or down, we will ask the exam board to change it. They will then consider this request.

Following the outcome of a centre review, students may still choose to pursue an **awarding organisation appeal**. They must fill in the form below, which we will then send on their behalf to the exam boards. Students and parents cannot send appeals directly to the exam board themselves – it must come from us.

The outcome of the awarding organisation appeal will be communicated to students when made.

How do I make an appeal?

Following results days, students should fill in the first section- 'stage one- centre review' of the JCQ form [here](#) this can also be found on the Rutlish website on the following link [Rutlish School - Examination information for students](#) . Completed appeals documentation should be sent to Exams.Appeals@rutlish.merton.sch.uk.

What are the deadlines for priority appeals?

The deadline for requesting a priority appeal is Monday 16th August (students cannot appeal before results day on 10 August). We will attempt to complete the centre review by Friday 20th August*. If students wish to progress this to an awarding organisation appeal, they must send the completed form to us by Monday 23rd August for priority appeals.

*At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g. subject teachers, SEND knowledge). This may not be possible in August. In such cases, we may have to wait until the start of term, but priority appeals will still be treated as a priority.

What are the deadlines for non-priority appeals?

Non-priority appeals are any A levels, GCSEs or vocational qualifications, where a firm or insurance university place is not pending.

The deadline for submitting a centre review is 3rd September; and the deadline for submitting an awarding organisation appeal is 10th September.

Appeals received after these dates may still be considered.

Kind Regards
Exams Office

