



11 August 2020

Dear Parents/ Carers and Students

As we approach the release of examination grades to give you some further insight into the process as well as some reminders about how you will receive your grades and your next steps.

We hope you have enjoyed your time at Guiseley School as much as we have enjoyed teaching you. On behalf of all the staff we wish you every success with the next stage of your life – whether that will be moving onto University, an apprenticeship, Further Education or employment.

This year students will receive their results via their school email account and hard copy of the results will be sent in the post. When students receive their results we would ask that they complete an online form. This online form will indicate to us that the students has received their results. We will use the results gathered by the form to ensure that all students have received their results and will contact anyone who does not complete the form to ensure that this is the case. The link to the online form will be sent out alongside the results.

We would also like to ask you to review the letters and frequently asked questions which we sent in July. These will provide some guidance around next steps as well as these can be accessed on the school website by using the link below.

<https://www.guiseleyschool.org.uk/a-level-gcse-results-day-information>

We wanted to provide you a reminder of how your grades have been allocated and the process school has followed based on Government guidance. This is the same process all the other schools in Leeds and across the country have been required to follow.

### **Who awarded me my grade?**

The grade you will receive has been allocated to you from the examination regulatory body OFQUAL alongside the examination boards. OFQUAL and the examination boards have allocated you a grade for each subject you for which you should have sat an examination in during the summer examination series of 2020. They have made the decision on what grade to award you by taking in to account information provided by Guiseley School and by comparing your performance with other students across the country.

### **What role did Guiseley School undertake in informing my examination grade?**

Every school was asked to send exam boards two pieces of information for each of your subjects, based on what they know and can evidence about your individual work and achievements:

1. the grade they believe you were most likely to get if teaching, learning and exams had happened as planned and you continued to make progress at the same rate you had before
2. a ranked list of all students within each grade for each subject by performance.



### **What evidence did my school consider?**

Every school was asked to consider a wide range of evidence to inform the grade they submitted including work done in class, homework, previous results in assignments and any mock exams, as well as your general progress during your course.

Teachers met to discuss the grades of their students and produce their rank order.

Before grades were submitted to the exam boards the Headteacher had to be assured that the grades were in line with previous performance of subjects as per the guidance. The grades for each subject were compared against those from previous years before each subject was signed off.

### **What did OFQUAL and the examination boards do with the information sent by school?**

OFQUAL and the examination boards used this information to standardise grades across schools and colleges, to make sure that, as far as possible, results are fair and that students are not advantaged or disadvantaged because their schools or colleges are more generous or harsh than others when making those judgements. See the infographic at the end of this letter

In essence they provide an independent quality assurance check to reassure students and parents that the grade allocated is the right one each student deserves.

***It does mean that the final grade you get could be different from the one Guiseley School sent to the exam board.***

To read more about how OFQUAL awarded grades this summer click the link below:

<https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020/letter-to-students-summer-2020-grading>

### **Can I see my centre assessed grade?**

In line with OFQUAL guidance students cannot see their centre assessed grades prior to the release of the results as this would constitute malpractice. Should students wish to request their centre assessed grades post the release of the examination results they will need to complete the centre assessed grading request form which can be found on our website in the A-Level/ GCSE results day section.

<https://www.guiseleyschool.org.uk/a-level-gcse-results-day-information>

### **What do I do if the grades I have received are lower than I expected?**

First of all take the opportunity to reflect on your grades and your expectations based on what you have previously discussed with your teacher. Although it may seem strange to have been given a grade without having sat an exam, the way your grade has been allocated is based on a robust national process which has been implemented in the same way across every school in the country. It is based on a wide range of individual evidence and takes in to account the additional progress you should have made had you been in school.

Fieldhead Road, Guiseley, Leeds, LS20 8DT 01943 872315 [guiseleyschool.org.uk](http://guiseleyschool.org.uk) [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk)  
Headteacher: Mr Paul Clayton



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Normally you would have two options – you could appeal or you could take your exams again. This year the process for both options is slightly different and we have outlined this below:

### 1. Appeal :

Even if your results aren't what you were hoping for, you might still be able to move on as you had planned and you should use the booking system to arrange a meeting with a member of staff in order to discuss your options.

If you have concerns about how your grade(s) was/were calculated you should talk to us about your options.

It is important to remember that:

- you cannot challenge your school under the appeals process on the centre assessment grade(s) it submitted or your rank order position(s). Any appeal would have to be undertaken by someone better placed than your teachers to judge your likely grade if exams had taken place – in the unique circumstances of this summer, OFQUAL does not believe there is such a person. Also, because of the role of the rank order in grading this year, such an appeal would affect other students in your cohort: if one student successfully appealed against their position in the rank order, it would have negative implications for other students who would, in turn, need to be given an opportunity to appeal;

- you can ask your Guiseley School to check whether it made a mistake when submitting your centre assessment grade(s) or your position in the rank order(s). If it finds it made a mistake in the data it provided it can ask the exam board to correct it;

- Guiseley School can appeal to the exam board on your behalf if it believes the exam board used the wrong data when it calculated your grade(s), or made a mistake when it communicated your grade(s).

- Guiseley School can appeal if it believes the historical data used for standardisation was not a reliable basis for predicting its 2020 results. This might include situations where:

- there's been a substantial change in the demographic make-up of the centre, for example if a single-sex school has changed to co-educational, or

- where a school or college experienced a monumental event one year (such as flooding or fire which meant students had to re-locate) which affected one year's results in the historical data used in the model, or

- where a school or college has evidence that results this year were likely to show a very different pattern of grades to results in previous years, including where a school or college is concerned about the way the statistical model could affect individual high-ability students who might be expected to receive results that are out of line with the school or college's historical results

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Further details can be found in the OFQUAL student guide

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907925/Information\\_for\\_students\\_about\\_malpractice-7-8-2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907925/Information_for_students_about_malpractice-7-8-2020.pdf)

Guiseley Schools 2020 Appeals policy can be found on our website in the A-Level/ GCSE results day section.

<https://www.guiseleyschool.org.uk/a-level-gcse-results-day-information>

Any internal appeals must be submitted in line with the policy and requests for appeals must be completed within 7 days of the publication of results.

2. **Re-enter:** If you decide you would like to sit an exam in order to try and attain a higher grade than the one you have been awarded you do have a very limited window where you can apply to sit the full exam in the Autumn 2020. You must register your intention before the deadline as you will not be able to register after this date.

The Autumn exam series has been confirmed as:

#### **A levels:**

- Exams will be held between October 5<sup>th</sup> and October 23<sup>rd</sup>.
- The application deadline for entry for AS and A Level exams is **September 4<sup>th</sup> 2020**.

#### **How much will it cost to enter each exam?**

The cost of examinations varies between subjects. Depending on the subject this can range from approximately £40 to approximately £200. Students should contact Mr Allen (the exams officer) via [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk) in order to receive specific costs for a subject.

#### **How do I register for an exam in the Autumn series?**

Students should request an examination entry form from Mr Allen (the exams officer) via [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk) and ensure that they have completed and returned the form before the deadline shown above. Please note that all relevant examination fees must be paid before entries are submitted.

#### **Should I consider retaking exams in the Autumn series?**

While this is an individual choice, we strongly recommend that you take some time in making the decision and discuss it with your school teacher to gain an objective opinion. There is of course a risk that in re-entering for the Autumn series that you may receive a lower grade than the one you have been awarded today. This is because you may not have had the opportunity to study and revise all of the course material for the exam in the same way, due to being away from full time education during COVID. OFQUAL have also

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been clear that exam boards allocating grades for the Autumn series must only base results on students' performance in exams alone. They will not take account of any previous non-exam assessment or coursework, with the exception of art and design qualifications. It is also likely that by Autumn you will have started the next stage of your education journey such as beginning a degree, an apprenticeship, further education or employment. You will need to factor in the demands and workload of studying for the Autumn exams alongside any other educational commitments and work you may be undertaking.

Guiseley School will of course help you weigh up the pros and cons in making a decision. For those students who need support with this and other issues arising on results day, we would encourage you to make use of the booking system we have put in place in order to book an appointment to start these conversations, enabling you to make an informed decision and the right choice for you.

### **The national results helpline**

The National Careers Service will be delivering the Exam Results Helpline during August 2020. Students or their parents can contact the helpline on 0800 100 900 to speak to a professionally qualified careers adviser if they need advice on their next steps. The helpline will be open from 8 am to 10 pm from Thursday 13 August until Friday 28 August. After these dates, students will be able to access ongoing support from the National Careers Service at any time by calling 0800 100 900, visiting [www.nationalcareers.service.gov.uk/contact-us](http://www.nationalcareers.service.gov.uk/contact-us) or searching for the National Careers Service on Facebook and Twitter.

Yours sincerely

Mr S Vasey, Deputy Headteacher

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## Process for awarding GCSEs, AS and A levels summer 2020

**Step 1 - School or college considers and submits centre assessment grade and rank order information**

For each student for each subject

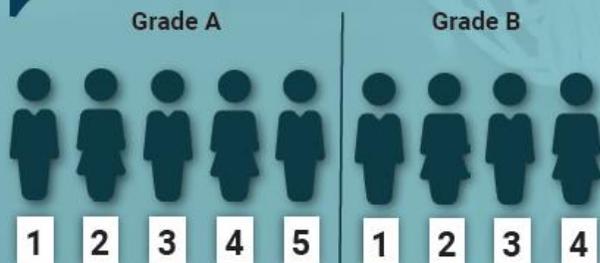
Centre assessment grade based on evidence of performance

For example  
A level geography



- Any non-exam assessment work
- Classwork
- Homework
- Mock exams
- Other relevant evidence

Position in rank order of students on that grade



**ofqual**

**Step 2 - Exam boards standardise grades using statistical model developed with Ofqual**

For each subject



**Statistical standardisation**

What results might the school or college be most likely to achieve given the following?

- previous national results in the subject
- the prior attainment of its students this year compared to previous years
- the school or college results in recent years



Centre assessment grade	A	A	A	A	A	B	B	B	B
Rank order	1	2	3	4	5	1	2	3	4

If grades are generous, adjust grades down

Calculated grade	A	A	B	B	B	B	B	B	B
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If grades are severe, adjust grades up

Calculated grade	A	A	A	A	A	A	B	B	B
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## A decision tree to help centres and students consider their next steps

