



St Peter's Catholic High School

A Specialist Visual Arts College



Proposed Information for Parents/Carers of Y11 – June 2021

Dear Year 11 and Parents/Carers,

I would like to share some information with you about the Teacher Assessed Grades for Year 11 students. All the grades have been submitted to the exam boards. We have carried out a thorough internal quality assurance process and the exam boards have carried out a sampling exercise. Our Centre Policy has also been approved by the exam boards. For the vast majority of students, the evidence that we obtained during the assessment period from 22nd March to 28th May together with the teachers' professional judgement has been used to establish the grades that have been submitted. In the very small number of cases where alternative evidence was required, students and parents/carers have been informed. This is in line with the JCQ guidance and with our school policy.

The GCSE Results Day this year takes place on Thursday 12th August. Given the current situation regarding Coronavirus, we intend to publish the results electronically on EduLink. These will be available, to pupils, from 8:30am and can be accessed by selecting the 'Exams Icon' on EduLink and then the 'Results' tab. Results will also be posted out to pupils on the Thursday morning. Please note, examination results are only accessible through pupils' EduLink accounts and not parents/carers. We understand that students would like to come into school for the results day experience but we feel that it is in everybody's best interests to avoid large gatherings which could increase the risk to vulnerable individuals or put families' plans in jeopardy. If, however you or your child would like to discuss the results with a member of staff, Senior Leaders and Careers staff will be available by appointment throughout the day on the 12th August. This could be either face-to-face or via Teams. Please contact the school office on the day to arrange this.

Once you have seen the results, if you decide that there are grounds for an appeal related to any of your grades, the appeals process for this year follows a two-stage approach. This is in line with the JCQ appeals guidance. The two stages are as follows:

Howards Lane, Orrell, Wigan WN5 8NU

Tel: 01942 747693

Email: enquiries@admin.saintpetershigh.wigan.sch.uk

Web: www.saintpetershigh.wigan.sch.uk

Headteacher: Mr. A. McGlown M.A. (Oxon) N.P.O.H

Stage 1 – Centre Review

The first part of the Centre Review is for school to check whether there has been an administration error in inputting the grades.

The second part of the Centre Review is to check that the correct process was followed in line with school's Centre Assessed Grades Policy.

The Centre Review would be carried out by school staff in response to a request from you. Details about how to submit an appeal for a Centre Review are given later in this letter.

Stage 2 – Appeal to the Awarding Organisation

If the Centre Review has been carried out and there has not been an administration error or a deviation from the correct process, then you can appeal to the awarding organisation. This stage of the appeal is to establish whether or not the grade submitted was an unreasonable exercise of academic judgement by the school. This is why the exam board carry out this stage of the appeal rather than the school staff. An appeal to the awarding organisation will only be submitted if a Centre Review has been completed and the outcome issued to the student. The awarding organisations will not be able to consider an appeal based solely on differences of opinion. The guidance states that if a candidate wants to improve their grade, they may want to consider entering for the Autumn exam series.

There will be no cost involved in making an appeal at either of the two stages this year. However, it is important that you are aware that unlike last year, either of the two stages of the appeal process could result in the grade going up, staying the same or going down (last year, appeals could only result in grades going up or staying the same). Once a finding has been made in response to an appeal, you cannot withdraw your request. If a grade has been lowered, you will not be able to revert back to the original grade.

The JCQ Guidance states that priority will be given to appeals about A-Level results to ensure that A-Level students do not lose out on university places. Therefore, appeals relating to GCSE results are classed as non-priority appeals.

The table below shows the deadline dates for each stage of the appeals process:

GCSE Results Day	Thursday 12th August 2021
Deadline for submitting a request for a Stage 1 Centre Review.	Friday 3rd September 5pm
Deadline for submitting form to school to request a Stage 2 Appeal to the awarding organisation.	Monday 13th September 9am

To ensure that we all follow the correct process, please read the following information carefully.

- Appeals should be submitted using the appropriate forms which have been attached to the message accompanying this letter. They can also be found on the school website. There is a form for **Stage 1 – Centre Review** appeals and a form for **Stage 2 – Appeal to the Awarding Body**. Stage 2 appeals cannot be considered unless a Stage 1 appeal has already been carried out.
- You **must not** contact your subject teacher or the Curriculum Leader for that subject to discuss appeals. All appeals must be submitted on the appropriate form to the email address shown below:

TAG-appeals@saintpetershigh.wigan.sch.uk

Please note that this email address will only become 'live' after the results have been published on Thursday 12th August. Any emails sent to this address before that time will not be seen by any staff at school.

- Appeals must be submitted by the candidate themselves (not parents/carers). Forms should be either signed by the candidate or if they are completed electronically, the submission must come from the candidate's own email address (not parents/carers).
- A separate form must be completed for each subject for which you are submitting an appeal.

Once a Centre Review has been carried out, school will issue the outcome as soon as possible. If the outcome of the Centre Review leads to you deciding to submit a Stage 2 (appeal to the awarding organisation) request, please send a completed '**Stage 2 – Appeal to Awarding Organisation**' form to the same email address shown above by the deadline given in the table above.

Whilst we are committed to processing appeal requests promptly, please be aware that staff will not be available every day during the school holidays.

I hope this gives you all the information that you need to help you understand where we are up to in the grading process and regarding the appeals process.

Yours sincerely



A McGlown
Headteacher