

KING EDWARD VI COMMUNITY COLLEGE



learning to flourish

Principal Alan Salt

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23/6/21

Dear Parent or Carer

I wanted to write to you to update you on the awarding of student grades this summer and outline the appeals process open to all students following the issuing of results. This letter sits alongside the Parent and Carer Guidance issued by JCQ available [here](#) and the letters sent to you in March and April.

How have we determined grades?

As outlined in our previous letters, teachers have used a range of evidence to decide grades. Students have only be assessed on what they have been taught. Teachers' decisions have reflected the current standard at which the student is performing, and their performance over time.

Our teachers used the time up to May half term to continue teaching and to conduct assessments in class. These assessments were moderated with other teachers to ensure accuracy and fairness in marking. Three teachers have been involved in signing off each student grade.

Access arrangements, special consideration and mitigating circumstances

As outlined in our previous letters, our teachers have told students which pieces of work were to be used as evidence to inform their overall grade. Each student was asked to complete a confirmation of work form for each of their assessment folders, then signed off the completed work as their own. Where students have special educational needs, and/or are disabled, and require reasonable adjustments, we ensured that these were in place and documented.

Students and you also had the opportunity to raise any concerns about the evidence being used, for example, if the evidence was affected by personal circumstances, such as illness. If students, parents or carers thought that performance in an assessment had been affected by mitigating circumstances, such as temporary illness, injury or other events outside a student's control, you let us know. We have appropriately documented these mitigating circumstances and factored them into our awarding of student grades.

Results Days

Tuesday 10 August for **Year 13** – 9.00am to 11.00am, **Kennicott**, Rooms E & F

Thursday 12 August for **Year 11** - 9.00am to 11.00am, **Redworth** Dining Room

Should you wish to have your results e-mailed to you, students will need to email exams@kingedwardvi.devon.sch.uk to request this. If you need someone to pick up your results from college on your behalf, again students will need to let us know using the email above.



Appeals processes

The appeals process for summer 2021 allows students to appeal their grade where they believe there has been an error. There are **two stages** to appeals. They must first ask us, their centre, to review whether an administrative or procedural error has been made. Following the outcome of that review, students can then submit an appeal to the awarding organisation via their centre, should they believe there has been an unreasonable exercise of academic judgement in the awarding of a grade.

i) First stage of appeals – centre review

Any student may submit a request for a centre review on the grounds that we, as a centre, have:

- failed to follow its procedures properly or consistently in arriving at the result
- made an administrative error in relation to the result

The JCQ full student guidance for appeals will be found [here](#) ahead of results day. All requests for a centre review must be made directly to us via exams@kingedwardvi.devon.sch.uk by the following deadlines:

- **16 August 2021** - for priority appeals for students applying to higher education who wish to appeal an A Level or other Level 3 qualification result
- **3 September 2021** – all other cases

We will accept and process/investigate any request for a review from a student. All centre reviews will require the completion of this [form](#). Once we have considered the review and determined whether a grade change is necessary, we will report the outcome to the student who submitted the review (if the grade has not changed) or to the awarding organisation to request a change to the grade.

ii) Second stage of appeals – appeals to the awarding organisation

Appeals cannot be made to an awarding organisation until the centre review (stage 1) has been completed.

Once a centre review has been completed, and the outcome known, any student who still considers that there has been a procedural error, an administrative error or that their grade reflects an unreasonable exercise of academic judgement (either in the way the grade has been determined and/or the selection of evidence) may submit a request for an awarding organisation appeal.

All requests for an appeal must be made directly to us via exams@kingedwardvi.devon.sch.uk by:

- **23 August 2021** - for priority appeals for students applying to higher education who wish to appeal an A Level or other Level 3 qualification result
- **17 September 2021** – all other cases

We will accept and process/investigate any request for an appeal to the awarding organisation from a student. All appeals to an awarding organisation will require the completion of this [form](#).

Our full centre policy can be found under the policies section of our website [here](#).

Please do not hesitate to contact me at the college if you have any further questions or concerns. Do so by email at BCotton@kingedwardvi.devon.sch.uk

Many thanks

Ben Cotton
Assistant Principal Teaching & Learning