



Aylsham High School

*Part of the Aylsham Learning Federation
It takes a Whole Community to Educate a Child*

July 2021

Dear Parent/Carer

Appeals Process

Results day for your child will take place on Thursday 12th August 2021. Details of the arrangements for this day have been shared with you in a separate letter.

This letter explains other aspects of the results day process. The following information is contained with this letter:

- Grading in 2021
- Appeals process
- Autumn exam series
- Combined science grade
- Arrangements for collecting results
- What happens next?

Grading in 2021

In order to finalise grades, departments have worked in teams to generate and mark assessment activities which students have completed as part of the evidence for their grades. Research has shown that bias can distort the marking process. To address this we have blind marked assessment evidence by using bar codes to identify individual students once the marking was completed. Departmental subject teams have then completed standardisation and moderation processes to ensure that they are working consistently across subject areas. We have then completed final quality assurance processes before submitting grades to the relevant exam board. Our centre policy, which is based on guidance provided by the Joint Council for Qualifications (JCQ), outlines these processes and a link to this document is included below. Working in this way should provide students with reassurances that the process has been conducted in a fair and consistent way following the guidance which has been provided to schools.

We are sharing the following information on the school website with students and their families to support the 2021 grading process <https://www.aylshamhigh.com/ahs-exams>:

- [Centre policy](#) – outlines the approach and steps that we have taken to generate grades.
- [Sources of evidence](#) – this document contains the assessment evidence which departments will have used to support their grading decisions.

Appeals process

As in previous years, there will be an appeals process in 2021. Due to the changes in the 2021 grading process, the appeals process is slightly different. A copy of the appeals document can be [found here](#). The purpose of the appeals process is to support students who feel, that after reviewing the grading method conducted by the school, there is an error with their final grade which they have been awarded.

Executive Headteacher: Mr D Spalding B.A. (Hons) M.Ed. (Cantab)

Deputy Headteachers: Mr C Bridge B.Sc. (Hons), Mr P Brockington B.Sc. (Hons) M.A., Mrs K Garnham B.A. (Hons) M.A.

Director of Business and Community Strategy: Mrs J Tuttle



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The appeals process has two stages. Please note that stage 1 must be completed before stage 2 can be actioned.

Stage 1 - Centre reviews (procedural and administrative errors)

This level of appeal requires a school to check that the centre policy has been followed by looking if a procedural or administrative error has been made. JCQ states that at this stage the review does not mean that academic judgements are checked.

Before requesting a stage 1 appeal, students are expected to have reviewed the centre policy and sources of evidence document. Based on this review students will be required to provide evidence outlining why they believe an error has been made. A Stage 1 appeal request must be made by completing the appeal request form. A copy of this form can be found in the JCQ Appeals-Guidance Summer-2021 Appendix-B on the exams page of the school website <https://www.aylshamhigh.com/ahs-exams>

The timeline below outlines the key dates required for a stage 1 appeal. Once we have completed a stage 1 appeal the outcome will be shared with students by September 8.

Appeal	Key dates	How to submit the appeal
Stage 1 appeal centre review	Requests must be submitted to Mrs Gilbert by Friday 3rd September (unfortunately requests made after this date will not be able to be processed).	The appeal request form should be completed and returned to Mrs Gilbert to log the appeal. A copy of the completed form can be printed and returned to the school or emailed to Mrs Gilbert, sgilbert@aylshamhigh.norfolk.sch.uk We will return completed reviews to students by Wednesday 8th September .

Stage 2 - Appeal to the exam board (academic judgement)

A stage 2 appeal can only be made by a student who has completed a stage 1 appeal.

A stage 2 appeal will consider if there has been a procedural error, an administrative error or that a student's grade reflects an unreasonable exercise of academic judgement. The appeal is made via Mrs Gilbert to the exam board using the appeal request form which was returned to students following the stage 1 appeal. Mrs Gilbert will share the completed appeals form with the exam board as the exams boards carried out a stage 2 appeal.

Appeal	Key dates	How to submit the appeal
Stage 2 appeal to the exam board	Requests must be submitted to Mrs Gilbert by 9am on Wednesday 15th September . (unfortunately, requests made after this date will not be able to be processed).	The appeal request form which was returned following the stage 1 appeal should be updated and returned to Mrs Gilbert to log the stage 2 appeal. A copy of the completed form can be printed and returned to the school or emailed to Mrs Gilbert, sgilbert@aylshamhigh.norfolk.sch.uk

Autumn exam series

If a student feels that their summer grade does not reflect their ability then they will be able to complete an exam in either the autumn or summer 2022 exam windows. Students completing these exams would need to complete an appropriate level of revision prior to the exam. Please speak with Mr Spalding, Mr Brockington or myself to discuss this option. We are awaiting further details from Ofqual on the arrangements for these exams.

Combined science grade

Please note that combined science results will have two numerical grades, ranging from 0-0 to 9-9. These two numbers represent the grades that your child has achieved. For example, if your result is 4-5, this means that your child has a grade 4 and a grade 5 for combined science.

Arrangements for collecting results

Further details regarding the arrangements for collecting results have been shared with families in a separate letter. If students are unable to attend school on Thursday 12th August to collect results, we would ask them to make contact with Mrs Gilbert to put in place alternative arrangements.

What happens next?

We do hope that the grades your child has received reflect the quality of work that they have put into their studies. For students in the class of 2021, we also hope that their results allow them to make a successful transition to the next stage of their studies. If you or your child need help with this, Mrs Durand will be available on results day to help, alternatively please speak with either Mr Spalding, Mr Brockington or myself on this day.

I hope that you have a good summer break and we look forward to welcoming you to AHS on results day.

Take care and best wishes.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C S Bridge'.

Mr C Bridge
Deputy Headteacher