



7th July 2021

Dear Year 11,

We hope you are well and looking forward to your next steps beyond school. This letter contains information about two important things relating to your GCSE results:

- 1) Arrangements for Collection of Results
- 2) The Review and Appeals Processes

1) Results Day

All Year 11 students are invited into School to receive their grades in person on Thursday 12th August.

Access to site will be in the form of a one-way system through the South playground gates, entering the school building through the blue room into the hall. Students will pass through the hall collecting their results and exiting into the North playground, leaving site through the twitten gates. Parents are asked to wait for their children at the gates at the end of the twitten and not to enter site.

Due to Covid Restrictions we will operate a strict timed entry for each Tutor Group as follows:

11ADV: 10.30am
11GBR: 10.45am
11GPA: 11.00am
11JPS: 11.15am
11LCH: 11.30am
11NST: 11.45am
11OFR: 12.00pm
11RBR: 12.15pm
11RJE: 12.30pm
11RKE: 12.45pm

Results can **ONLY** be collected by the student. If this is not possible you can nominate someone to collect them on your behalf, but this **MUST** be arranged in advance. For this to happen you would need to inform exams@ratton.co.uk from your school email. These requests need to be received by **21st July** as they need to be agreed by our Head of Centre.

2) The Review and Appeals Processes

The Centre Assessed Grades have already been through a rigorous process to ensure they are fair for all students. We outlined what we would do to ensure fairness in our Centre Assessed Grade policy. These are some of the steps we took:

1. We shared the Centre Assessed Grades Policy with you.
2. We shared the evidence base with you.
3. We asked for mitigation information - for health reasons or for exam access arrangements.
4. Different evidence was used for some students if they had mitigation.
5. All year 11s signed the Authentication of Evidence Form to say they knew which work was being used as evidence.
6. Teachers moderated student work at all grade boundaries to make sure they were marking consistently.
7. Moderation was checked by Curriculum and Senior Leaders.
8. A sample of student work and grades was checked by the Head of School and Executive Headteacher.

The exam boards have now started their checks, asking for samples of work, and checking that our evidence supported the grades we have submitted.

All students can have their grade reviewed, appeal their grade, or can re-sit the GCSE exam in the Autumn. An appeal questions whether the original decision was a reasonable one, and not whether other reasonable decisions could have been made. A grade will only be changed if there was an error when determining or submitting the grade, or if the grade given could not have reasonably been reached based on the evidence presented.

There are two stages to the appeal process:

Stage 1 - The 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 then be communicated to students.

Following the outcome of a centre review, students may still choose to pursue the matter further. Stage 1 must be completed before moving to Stage 2.

Stage 2 - An Awarding Organisation (Exam Board) Appeal -

At this stage, the awarding organisation (exam board) will check whether the centre made a **procedural** or **administrative error** - or whether the awarding organisation itself made an administrative error. The awarding organisation will check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of the grade. The outcome of the Awarding Organisation Appeal will then be communicated to the student when made.

If you request a **Centre Review** or an **Awarding Organisation Appeal**, there are three possible outcomes:

- The original grade is **lowered**, so the final grade will be lower than the original grade you received.
- The original grade is **confirmed**, so there is no change to your grade.
- The original grade is **raised**, so the final grade will be higher than the original grade you received.

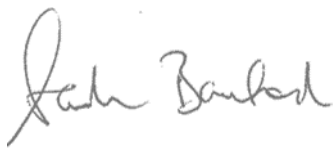
Once a finding has been made you **CANNOT** withdraw your request for a Centre Review or an Awarding Organisation Appeal. If your grade has been lowered, you will not be able to revert to the original grade you received on results day.

Students and Parent/Carers must apply for any stage of the appeal via the school Exams Officer. The deadline for submitting a Stage 1 Centre Review is 3rd September; the deadline for submitting a Stage 2 Awarding Organisation Appeal is 17th September. Appeals received after these dates may still be considered in exceptional circumstances.

Further detail relating to the Centre Review and an Awarding Organisation Appeal will be shared on Results Day.

Should you have any other queries please do not hesitate to contact our exams office on exams@ratton.co.uk

Yours faithfully,



Sarah Bamford

Senior Assistant Headteacher (Standards)



South Downs Learning Trust

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