



11th August 2021

Dear Year 11 Student and Parent/Carer,

We hope you and your families are well and keeping safe.

Results Day: reminder

Results Day this year is on Thursday 12th August 2021, please refer to the table below for the time you should arrive at the Sport Hall to collect your results:

Alphabetically by surname	Time to collect result on 12th August
A - B	8:30am
C - G	9:00am
H - J	9:30am
K - P	10:00am
Q - Z	10:30am

In the event that you feel disappointed with a grade, we would strongly recommend for you to arrange sitting the Autumn series of examinations. To register to do this please can students email the exams office ann.booth@sharemat.co.uk clearly stating their name, form, the subjects they wish to sit and these arrangements can be made for you.

Should you feel that you would like to appeal any grades, please see the information below.

The Appeals Process

We have attached the Appeals Guidance for your information. Please be aware of some key points about the process of the appeals to help staff to deal with them as efficiently as possible and to provide guidelines to the students.

The appeals process has two clear stages which can only be submitted by the student. It is important that any appeals come from the student's school email address so that the filtering system does not stop any emails coming to us. The email account which must be used to submit an appeal to is royds.help@sharemat.co.uk. This is the only email account that will be checked during the school summer break. It is vital that the student's full name and form is clearly stated in the subject line of the email.

Stage One Appeal – known as the 'Centre Review'

Stage One appeal allows a student to submit a request for a centre review on the grounds that the centre has:

- Failed to follow its procedures properly or consistently in arriving at that result
- Made an administrative error in relation to the result.

Stage One appeals can be placed with the school from the receipt of this letter until the 3rd September 2021, allowing the school to complete all Stage One appeal reviews by the 10th September 2021 deadline.

The appeals form is included in the attachment to this letter. Please ensure that it is filled in clearly before returning.

Stage Two Appeal – known as the ‘appeal to an awarding organisation’

The Stage Two appeal can only be placed once a grade has been issued and Stage One has been completed by school. It allows a student who considers that the following cases exist to submit a request to the exam board:

- The centre did not follow its procedure properly or consistently in arriving at the result, or during the centre review
- The awarding organisation made an administrative error in relation to the result (If the candidate is dissatisfied with the outcome of the centre review into an alleged administrative error by the centre, the candidate should appeal on the basis that the centre has failed to follow the review procedure properly or consistently.)
- The centre made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of that grade from the evidence.

A Stage One appeal must have been completed by the school prior to the submission of the Stage Two appeal. All Stage Two appeals are to be submitted to the school, where they will be processed and passed onto the relevant exam board. Confirmation of this will be generated and sent to the student.

Stage Two appeals need to be placed with the school by the 17th September 2021.

The outcomes of both stages of the appeals will be notified to the students as soon as possible. It is important that students understand that their grade could go up or down as a result of the appeal.

What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

1. Your original grade is lowered, so your final grade will be lower than the original grade you received.
2. Your original grade is confirmed, so there is no change to your grade.
3. Your original grade is raised, so your 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 appeal. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

If you have any questions about the information in this letter, please do not hesitate to contact me at school on 01484 463366, please note, until 6th September the phones are not manned but please leave a voicemail message and we will return your call as soon as possible, or by email to: royds.office@sharemat.co.uk.

Take care and stay safe

Yours sincerely,

J Donnelly

Miss J Donnelly
Deputy Headteacher