



*together we aspire,  
we discover,  
we excel*

# Lordswood Girls' School

Lordswood Girls' School  
Knightlow Road  
Birmingham  
B17 8QB

Tel: 0121 429 2838  
Facsimile: 0121 429 4840  
Email: lgs-enquiry@lordswoodtrust.co.uk

Headteacher: Mrs. J. Götschel B.A, MEd.

5<sup>th</sup> July 2021

Dear Parent,

Teacher assessed grades (TAGs) were sent off to the awarding bodies on 18<sup>th</sup> June and examination boards are now reviewing samples of students' work to ensure that grading is consistent and in line with guidance. The school has also been carrying out its own quality assurance in line with the Centre Policy, which was sent to you on 4<sup>th</sup> May. This has included checking that access arrangements have been correctly applied and that students have been provided with details of the evidence which teachers intended to use to determine a grade in order for students to have the opportunity to raise any concerns. The purpose of this letter is to inform you of the arrangements for issuing results and this year's appeals process.

Results for level 3 courses (A Level etc.) will be released on Tuesday 10<sup>th</sup> August and GCSE and other level 2 course results will be released on Thursday 12<sup>th</sup> August. All results will be available from 8:30am and to access the results, your child will need to log into their Edulink account using their school login. They should then click on the 'Documents' icon where they will be able to find their 'statement of results'.

### **What should my child do if they are not happy with their grade?**

All students have the opportunity to appeal their grade if they meet the eligibility criteria (see below). It is important to note that an appeal may result in a grade being lowered, staying the same, or going up. This means that if a student puts in an appeal and their grade is lowered, they will receive the lower mark. There is also the option to resit GCSEs, A levels and some AS levels in the autumn, which may well be preferable to some students. The design, content and assessment of these papers will be the same as in a normal year.

### **What are the grounds for appeal?**

There are five main grounds for appeal, as outlined by the Joint Council for Qualifications (JCQ). They are:

- You think the school has made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.
- You think the school has made a **procedural error**: this means we have not properly followed our own process, as approved by the exam board. An example of this would be where a student should have received extra time for assessments but this was not given in a certain subject.
- You think the **academic judgement on the selection of evidence was unreasonable**: you think the evidence used to grade you was not reasonable.
- You think the **academic judgement on the grade you were given was unreasonable**.

### **What does 'unreasonable' mean?**

'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade.

This means that, just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence.

It also means that the independent reviewers will **not** remark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.

### **What will be the outcome of an appeal?**

At either stage of the appeals process (see 'What are the two stages of an appeal?' below), a student's grade may go up, stay the same, or go down. When placing an appeal the student will have to sign a declaration saying that they accept the fact their grade may go down and they may get a lower grade than their original TAG.

### **What's a priority appeal?**

Priority appeals will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of 8<sup>th</sup> September.

Priority appeals are only open to **A level students starting university this autumn, who have missed out on the conditions of their firm or insurance offer.**

If you decided not to confirm a firm conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal.

JCQ cannot offer priority appeals for GCSE students, unfortunately.

When making a priority appeal, students will have to include their UCAS number so it can be confirmed that it is a genuine priority appeal.

### **What should I do if I don't get into my first choice of university?**

First, don't panic! Speak to Mrs Leadbetter about your options. You may wish to go through clearing, or sit the autumn exams or summer exams next year to try to improve your grade.

If you are going to appeal your grade, you must let your university know you are appealing. They will then let you know whether they will hold a place for you pending the outcome of an appeal (please note that universities are not obliged to hold a place for you; this is at their discretion).

### **What should I do before appealing?**

Students must read the JCQ Student and Parent guide before appealing, which will be available on the JCQ website by results days.

We may not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in normal years, as we have already moderated and quality assured all the grades ourselves.

### **What are the two stages of an appeal?**

All appeals, on any of the grounds above, must first go through a **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 be communicated to students when made.

At the centre review stage, if we find that a grade should go up or down, we will ask the exam board to change it. They will then consider this request.

Following the outcome of a centre review, students may still choose to pursue an **awarding organisation appeal**. They must fill in the form below, which we will then send on their behalf to the exam boards. Students and parents **cannot** send appeals directly to the exam board themselves, it must come from the school.

The outcome of the awarding organisation appeal will be communicated to students when made.

### **How do I make an appeal?**

Following results days, students should fill in the first section of the JCQ form [here](#) and send it to Mrs Evans, Data & Assessment Manager – [a.evans@lordswoodtrust.co.uk](mailto:a.evans@lordswoodtrust.co.uk) .

### **What are the deadlines for priority appeals?**

The suggested deadline for requesting a priority appeal is 16<sup>th</sup> August (students cannot appeal before results day on 10<sup>th</sup> August).

We will attempt to complete the centre review by 20<sup>th</sup> August. If students wish to progress this to an awarding organisation appeal, they must send the completed form to us by 23<sup>rd</sup> August for priority appeals.

At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g. subject teachers, SEN knowledge). This may not be possible in August. In such cases, we may have to wait until the start of term, but priority appeals will still be treated as a priority.

**What are the deadlines for non-priority appeals?**

Non-priority appeals are any A levels, GCSEs or vocational qualifications, where a firm or insurance university place is not pending.

The deadline for submitting a centre review is 3<sup>rd</sup> September; and the deadline for submitting an awarding organisation appeal is 10<sup>th</sup> September.

Appeals received after these dates may still be considered.

**You know my / my child's grades. Why can't you tell us? What if you know we haven't met our university conditional offer?**

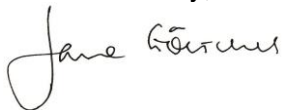
We are forbidden from disclosing the Teacher Assessed Grades to any third party, including students and parents, until results days. Any teacher or member of staff who does this is committing exam malpractice.

Although students may have been given marks or grades on single pieces of evidence, we cannot disclose the final submitted TAG.

During the external quality assurance process taking place in June or July, our submitted TAGs may be moved up or down, although this will always be done through human agency, not by an algorithm. We only know what a student's conditional offer is if they have chosen to share that information with us. It has not formed part of our objective grading of students. Where we do know this information, we must not let students know their submitted TAGs, even if they have not met the conditions of their offer.

I hope that this information is helpful.

Yours sincerely,



**Mrs Jane Götschel**  
**Headteacher**