



# The Priory School

Educating Students for Success in Life

The Priory School  
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Headteacher: Mr Geraint Edwards

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ST/ES  
19<sup>th</sup> July 2021

Dear Parent/ Carer

As we approach the end of term, we would like to update you regarding arrangements for Results Day. We hope that despite the unusual circumstances surrounding the exam results again this year, there will be much to celebrate and that students' hard work will be recognised.

This letter contains information on:

- **Year 11 and Year 13 results days 2021**
- **Post 16 destinations**
- **Year 11 and Year 13 grade appeals**

On results days we will still be operating COVID-19 restrictions on the school site. Students will need to wear a mask whilst in the building and to hand sanitise where appropriate. Meetings with staff will be held in ventilated rooms with 2m distancing. Members of staff will indicate whether masks need to be worn.

## Results Days

### Year 13 Results Day

Year 13 results will be emailed directly to each student's school email account at 8.30am on Tuesday 10<sup>th</sup> August. Hard copies of results will be available for Year 13 students to collect between 9am and 11am on that day. Students who need support and advice with post-18 options, such as university places, should arrive at school at 9am for face-to-face support with sixth form staff in the study centre.

### Year 11 Results Day

Year 11 results will be emailed directly to each student's school email account at 10am on Thursday 12<sup>th</sup> August. Unfortunately it will not be possible for Year 11 students to attend school to receive hard copies of their results this year, however hard copies will be available at the start of the new academic year.

Year 11 and Year 13 students are advised to check prior to Wednesday 21st July that they are able to access their school email accounts. If there are any problems with accessing accounts, please contact the school reception on 01462 622300 and ask for the ICT Helpdesk. Please be advised that last year there was a delay in results appearing in students' inboxes.

### **Post 16 destinations**

All Year 11 students are asked to complete the online destinations form by following the link below between Thursday 12<sup>th</sup> August and Friday 20<sup>th</sup> August to either enrol for sixth form or indicate where they will study after leaving school.

<https://forms.gle/JrJZFULpT2HXrB4L8>

### **Students who have not applied to sixth form**

If your child has not applied for sixth form, but would like some advice on the next steps of their education then they should send an email to Mrs Luckman in the first instance at [lynne.luckman@priory.herts.sch.uk](mailto:lynne.luckman@priory.herts.sch.uk).

### **Students who have applied to sixth form**

If your child wishes to change their options they will need to indicate the desired change on the destinations form. The new options will be checked against entry requirements. If the entry requirements are met for the new option choices, the change of options will be referred to the Consortium Manager to check there is space within the class for the student to join. Changes will be confirmed with students on Thursday 2<sup>nd</sup> September.

If your child has applied to our sixth form and their results have not met the entry requirements for one or more of their chosen subjects, Mr Hassett ([david.hassett@priory.herts.sch.uk](mailto:david.hassett@priory.herts.sch.uk)) or Mrs Nearney ([faye.nearney@priory.herts.sch.uk](mailto:faye.nearney@priory.herts.sch.uk)) will email you on Results Day to book an appointment to come in to school to discuss this.

### **Appeals process**

Grades this summer were based on Teacher Assessed Grades (TAGs). TAGs were submitted to the exam boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance. These grades were then approved by the relevant exam board, following external quality assurance checks.

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. So 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 be preferable to some students. The design, content and assessment of these papers will be the same as in a normal year.

The grounds for appeals, as dictated by the Joint Council for Qualifications (JCQ) are:

- You think we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.

- You think we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the exam board.
- 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**.

'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.

Students must read the JCQ Student and Parent guide - <https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf> -

before appealing so that they are clear about the process. At the end of this letter there is an infographic which summarises the process.

### **Stage 1 appeal (centre review)**

All appeals 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, which can be found at <https://www.priory.herts.sch.uk/wp-content/uploads/2021/05/Centre-policy-template-for-staff-2021-002.pdf>, 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.

### **Stage 2 appeal (awarding body organisation appeal)**

Following the outcome of a centre review, students may still choose to pursue an **awarding body organisation appeal**. Please note, we can only accept requests from students and this must be submitted through the school, as awarding organisations will not accept appeals directly from students or parents. The outcome of the awarding body organisation appeal will be communicated to students when made.

## **Priority and non-priority appeals**

### **Priority appeals**

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

- 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. (Note that universities are not obliged to hold a place for you; this is at their discretion.)

### **Procedure for priority appeals**

Year 13 students who wish to submit a priority appeal should fill in the first section of the JCQ form [here](#) and email it to the school where they sat their examination at the relevant email address below by 3.30pm on 13<sup>th</sup> August for The Priory School and Hitchin Girls' School and by 3.30pm on 16<sup>th</sup> August for Hitchin Boys' School. We can only accept requests from students.

The Priory School: [AppealQueries@priory.herts.sch.uk](mailto:AppealQueries@priory.herts.sch.uk)  
Hitchin Boys' School: [Appeals2021@hitchinboys.co.uk](mailto:Appeals2021@hitchinboys.co.uk)  
Hitchin Girls' School: [priorityappeals@hgs.herts.sch.uk](mailto:priorityappeals@hgs.herts.sch.uk) for priority appeals  
[appeals@hgs.herts.sch.uk](mailto:appeals@hgs.herts.sch.uk) for non-priority appeals

If Year 13 students are not happy with the outcome of the Stage 1 priority appeal, they should fill in the second part of the JCQ form for a stage 2 appeal. This must be submitted by Wednesday 18<sup>th</sup> August for The Priory School and Friday 20<sup>th</sup> August for Hitchin Boys' School and Hitchin Girls' school.

### **Non-priority appeals**


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

### **Procedure for non-priority appeals**

Students who wish to submit a non-priority appeal should fill in the first section of the JCQ form [here](#) and email it to the school where they sat their examination at the relevant email address. The deadline for submitting a non-priority stage 1 appeal (centre review) is Friday 3<sup>rd</sup> September for The Priory School and the deadline for submitting a stage 2 non-priority appeal (awarding body organisation appeal) is 10<sup>th</sup> September.

Notwithstanding all the information above, we hope you have a good summer and are looking forward to celebrating our students' achievements on Results Day, as well as supporting you and your child in making decisions about their next steps.

Kind regards



Assistant Headteacher

# Appeals Process

## After results day

Results issued (10/12 August)

1. Student asks centre for review because they think there has been an error

Note: Grades can go up, down or stay the same

Centre review: Centre checks for errors and process issues. Centre wants to change grade?

No

Yes

Awarding Organisation checks and issues final grade; may require input from Centre

Centre informs student of outcome

2. If Student thinks the error has not been resolved they ask centre for Awarding Organisation appeal

Note: Grades can go up, down or stay the same

Centre submits Awarding Organisation appeal

Awarding Organisation appeal: Have processes been followed, is the grade a reasonable exercise of academic judgement?

No

Yes

Awarding Organisation issues final grade; may require input from Centre

Awarding Organisation issues final grade

Centre informs student of outcome

3. If dissatisfied, applications may be made to Ofqual's EPRS (Exam Procedures Review Service)