



FINHAM PARK
MULTI ACADEMY TRUST

14 July 2021

For Students and Parents (Year 13):

Teacher Assessed Grades and Appeals Process

As you are aware, there have been no formal exams this year. As your school, we have been required to submit Centre Assessed Grades (“CAGs”) based on the content you have been taught for each of the subjects you have studied. The CAGs awarded will be released to you on results day, which for your subjects will be 10th August 2021. You will be able to access your results on results day after 8.30 am on FROG.

When you receive your final grades we have set out within this letter how you may raise any concerns about the grades and/or challenge the final grade which you receive on results day.

Centre Assessed Grades

You have already received a statement (on FROG) which indicated the evidence and marks upon which your CAGs were based. The school followed a grading policy for CAGs which met the strict requirements of Ofqual, JCQ and the Awarding Bodies. This policy is available on the school website under the Parent & Students/Exams link.

We can confirm that, in line with our Centre Policy, we have undertaken a strict quality-assurance process. As part of this process, the grades were moderated internally, reviewed to ensure that any reasonable adjustments and mitigating circumstances had been considered and finally reviewed by the curriculum Leadership Team to comply with other criteria required by Ofqual and JCQ. Before final submission to the Awarding Bodies, the grades were checked again by the school Data Team to ensure the grades were entered accurately.

Once the grades were submitted, the Awarding Bodies conducted an external Quality Assurance process and required the school to submit its policy and samples of evidence for specified subjects in order to verify the accuracy and professionalism of the school’s grading judgements.

If you consider that there has been any administrative error once final results are received, please let us know immediately so that we can consider the same and, if necessary, take steps to address the situation.

Appeals process

Once you receive your final grades on results day, if you have any concerns, we will have staff available to respond to queries. Please email the Results Enquiry Team: results@finhampark.co.uk

If you are unhappy with your final grade there is a two-stage process which can be followed and details of this are set out in our Grade Appeals Policy, which can be found on our website under the Parent & Students/Exams link.

The grounds on which a review or appeal can be requested are limited to:

- whether the centre followed its procedures properly and consistently in arriving at the student’s result or in conducting its review; and/or
- whether the awarding organisation made an administrative error; and/or
- whether the grade reflects an unreasonable exercise of academic judgement.

We will not be able to consider any concerns around the reasonableness of academic judgement. However, if you do raise this point, we will undertake a review to ensure there have been no procedural or administrative errors if this has not already been considered.

Stage 1: School review

We will be seeking to undertake relevant procedural and administrative checks as necessary. However, where you are concerned about a matter which has not already been considered prior to results day, you may submit a request for a centre review to the school on either of the following grounds:

- the school has failed to follow its procedures properly or consistently in arriving at that result; and/or
- the school has made an administrative error in relation to the result.

The school will undertake the above centre reviews as quickly as possible and let you have the outcome to enable you to submit an appeal to the awarding organisation, should you wish to do so. To enable this to happen we require all requests for a review to be made by **16 August 2021** for Priority appeals. A Priority appeal is only available to students whose UCAS application may depend on the outcome. We would request that you provide us with your UCAS personal ID and inform your university of choice that a review has been requested at the earliest possible opportunity so they can decide how to handle their offer. Non-priority requests for a review need to be made by **3rd September 2021**.

You need to be aware that grades may be raised, stay the same or be lowered as a result of the review. You can withdraw from the review process at any time before a finding is made, but not after.

Stage 2: Appeals to the awarding organisation

After you have received your results and the outcome of the school's review at stage 1 you may, if you wish to do so, request an appeal to the awarding organisation against the grade issued, based on one of the three grounds above. If you wish to do this, you must submit your request for an appeal to us. We are required to submit any appeals under stage 2 to the awarding organisation by **23rd August 2021** for priority appeals (where you need the final result for your application to higher education) or **17th September 2021** for all other appeals.

You should therefore ensure that you let us have your appeal form by the end of **Thursday 19 August 2021** for priority appeals and by 3.00 pm on **Monday 13 September 2021** for all other appeals to enable these timescales to be met. Any delay may result in you not receiving the outcome of your appeal in time to accept any conditional offer. Awarding organisations are not permitted to receive appeals directly from students and will require us to resubmit the same, which may cause further delay.

We will inform you once we have submitted your appeal to the awarding organisation and again once a determination has been made by the awarding organisation.

If you have any queries about your results on results day or about the appeals process as set out in this letter, please contact the Results Enquiry Team: results@finhampark.co.uk

Yours sincerely

Mr C Bishop
Headteacher