



St Benedict's

Catholic High School, Alcester

2 July 2021

Dear Year 11 Students, Parents & Carers,

Information Regarding Results Day Thurs 12 August 2021 & Process for Appeals

Results Day

This year Results Day will be held on Thursday 12 August 2021 and the school will be open from 09:00 – 11:00 to welcome students and celebrate their results and the outcome of all their hard work. Students should enter via the Sixth Form entrance and parents will need to wait in the front car park or outside the school gates as we are limiting the number of people coming onto the school site.

After collecting results, students will have a destinations interview with our Careers Advisor Mrs Holmes and she will be able to arrange for any further follow-up or advice for students' next steps as a result. Our Senior Assistant Headteacher Mrs Paddock will also be available to enrol students onto their Sixth Form courses if they are remaining at St Benedict's. Should you have any questions regarding Sixth Form enrolment, you should email sixthform@st-benedicts.org. Should you feel that your child may be feeling excessively anxious or require pastoral support on the day, please email Mrs Munford to let her know Munford.d@st-benedicts.org and we will ensure they are taken care of.

In addition to the support provided by the school, the National Careers Service has an exams helpline (0800 100 900) that will be open from Wednesday 12 August until Friday 28 August to provide support and information to young people and their parents or carers. <https://awarding.org.uk/national-careers-service-exam-results-helpline/>

If you will be on holiday at this time or otherwise unavailable to collect your results in person, you must contact our Exams Manager, Mrs Griffiths by emailing exams@st-benedicts.org to arrange for these to be emailed or sent in the post. Please provide a stamped, self-addressed envelope if you would like your results posted to you. Students will need to contact us directly if they need alternative arrangements for issuing their results or if they would like a parent or carer to collect the results on their behalf in which case they must provide written permission in advance to Mrs Griffiths who can be contacted on the exams email address provided.

Students will be provided with a statement of their results accompanied with a student assessment record, containing all the evidence that we have used in order to arrive at the final overall grade alongside the marks and/or grades achieved on individual pieces. This information has already been provided to students but they may find it helpful to have this reissued alongside their results. However, it should be noted that teachers were instructed by JCQ, not to use a formulaic approach to determine final grades and that the evidence base should be used to inform a holistic professional judgement of students' achievement using the JCQ grade descriptors to help guide the process. You may find the guide for students and parents from JCQ helpful in understanding the process by which final grades have been awarded.

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

We have put in place rigorous processes to ensure that students are issued with grades that are a fair and accurate reflection of their performance. These processes are outlined in our centre policy for determining

St Benedict's Catholic High School, Kinwarton Road, Alcester, Warwickshire B49 6PX
Tel: 01789 762888 - Email: admin@st-benedicts.org - Website: www.st-benedicts.org
Headteacher: Mr J Shires

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teacher assessed grades which can be found on our school website on the following link: [St Benedict's Catholic High School \(st-benedicts.org\)](http://st-benedicts.org)

Process for Appeals

We are confident that the majority of students will be satisfied with the results they receive, or that these will at least be sufficient to help facilitate their move onto the next exciting steps of their education or training. Inevitably, for a small minority of students there will be disappointment; this happens every year in every school but we understand that this disappointment is all the more difficult to manage when students have not had the opportunity to sit external exams. If you believe that there has been an error with your grade or that it is not a fair reflection of your performance, then you must contact the school in the first instance, using the email address exams@st-benedicts.org. You must complete the Stage One Appeal Form found on our school website at [St Benedict's Catholic High School - Exam Information \(st-benedicts.org\)](http://st-benedicts.org) and send this to us in order for the school to complete a centre review. This form must be submitted to the school by **Friday 3 September**. It's important to remember that your result can go up, down or stay the same through either stage of the process.

Stage One Appeal

All appeal requests must first be lodged as a stage one appeal with the school. At stage one, there are only two grounds to appeal the result; where the centre has not followed its own procedures correctly or where there has been an administrative error in relation to the result. Upon receiving a stage one appeal request, the school will check that procedures have been followed and that there has not been an administrative error. Once we have completed a centre review, we will notify students of the result by **Wednesday 8 Sep**. Students cannot appeal directly to the exam boards and they must have completed a stage one appeal resulting in a centre review before the school can consider applying to the exam board for a stage two appeal. If following the outcome of the stage one review, you remain unhappy with the result and believe that there has been a procedural or administrative error, or that your grade reflects an unreasonable exercise of academic judgement, then you can request that the school submits a stage two appeal on your behalf.

Stage Two Appeal

If you wish the school to submit a stage two appeal on your behalf because of the reasons outlined in the paragraph above, you will need to email the Exams Team on the following address exams@st-benedicts.org and ask for a stage two review form. Once completed, you must email this to the exams team by no later than **Wednesday 15 Sep**. You will receive an email from the school confirming that we have received your stage two appeal request and that we have submitted it to the awarding body for their review. The awarding organisation will conduct an independent review and report the outcome to the school. We will then notify the student of the result of the review.

The Department for Education has a useful blog for students to help them understand the appeals process:

<https://dfemedia.blog.gov.uk/2021/06/09/exam-appeals-what-can-i-do-if-i-think-my-grade-is-wrong-how-do-i-appeal-what-will-happen-if-i-appeal-your-questions-answered/>

Subject teachers and Heads of Department will not reply to any queries regarding the summer 2021 grades and examination process, so we would ask you not to contact them on this matter and instead use the exams team email address provided.

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We wish all our students the very best for their future endeavours. Despite the difficult circumstances, we are confident that you have all the necessary skills and attitude to move forwards into new and exciting areas of education and training.

We, at St Benedict's, send you our prayers and warmest wishes.

Best wishes,

Mrs C Eldridge
Assistant Headteacher
Curriculum & Teaching & Learning

Mrs Munford
Head of Sixth Form & Year 11

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