



# The De Montfort School

UNLOCKING YOUR CHILD'S POTENTIAL

14 July 2021

Dear Parent/Carer

## Centre Assessment Grades and Appeals 2021

As you are aware, the summer 2021 exam series could not take place because of the COVID-19 pandemic. Students will receive qualifications based on Centre Assessed Grades (CAGs). The CAGs have been assigned based on the results of a range of assessments on content the students have been taught. The results have been reviewed by the exam boards.

### How the CAGs have been allocated:

The following assessment information has been considered:

- Previous assessment information. This was considered if it was consistent across a class/cohort of students and, where possible, completed in standardised and controlled conditions (for example mock examinations). The assessments were largely made up of material provided by the examination boards in previous years (for example past paper questions).
- Completed non-examination assessment (NEA) or the current performance on any incomplete NEA.
- Exam board provided assessments. These assessments were used to ensure all essential topics were assessed.

A list of the assessments that contributed to calculating the CAGs for Key Stage 4 can be found [here](#), and information for Key Stage 5 can be found [here](#).

To ensure an accurate, fair and un-biased process was followed we:

- ensured access arrangements/reasonable adjustments were in place for all eligible students in all assessments;
- included 'special consideration' arrangements for students that may have been disadvantaged during an assessment. We took the circumstances into account in determining grades or by using alternative evidence that was unaffected by the adverse circumstances;
- kept accurate records of all assessment information;
- moderated the assessments both internally and with other schools in the Multi Academy Trust;
- incorporated a rigorous checking process when assigning, inputting and submitting the grades.

### Results days:

Year 13 results day will be on 10 August 2021

Year 11 results day will be on the 12 August 2021

In light of the current pandemic, we may have to adjust our normal plans for the results days this summer. We still intend to offer an opportunity to collect results from the school and access to face to face advice and guidance if needed. Further details about this process will be provided at a later date.

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The De Montfort School  
Part of The Four Stones Multi Academy Trust



## Appeals

Although everyone will be working hard to make sure the students are issued with the correct grades on results day, there will also be an appeals system as a safety net to fix any genuine errors that were not identified earlier on. If a student believes an error has been made in determining a CAG grade, he/she will have a right to appeal. There are two stages to the appeals process

### Stage 1: Centre review

If a student doesn't think he/she has been issued with a correct grade, an appeal can be made to the school. Appeals can be made on the following basis:

- If a student believes an administrative error has been made, e.g. submitted an incorrect grade or used an incorrect assessment mark
- If a student believes the school did not apply a procedure correctly, e.g. did not follow the [centre policy](#) or undertake internal quality assurance

### Stage 2: Appeal to the exam board

If, following a centre review, a student still feels he/she has an incorrect grade they can ask the school to appeal to the exam board, who will review whether:

- the school made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence
- the school or college did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness
- the exam board made an administrative error, e.g. they changed the students grade during the processing of grades

If a student requests a centre review or an awarding organisation appeal there are three possible outcomes:

- The original grade is lowered, so the final grade will be lower than the original grade received
- The original grade is confirmed, so there is no change to your grade
- The original grade is raised, so the final grade will be higher than the original grade received

Once a finding has been made, the request for a centre review or appeal cannot be withdrawn. If a grade has been lowered it will not be possible to revert back to the original grade received on results day.

Students should submit a request for a centre review by 16 August 2021 for a priority appeal, or by 3 September 2021 for non-priority appeals. Appeal requests to an awarding organisation should be made as soon as possible following the outcome of a centre review. We will submit this on the students' behalf. Requests for a priority appeal should be submitted by 23 August 2021 and requests for non-priority appeals should be submitted by 17 September 2021. Priority appeals that aren't submitted to the awarding organisation by 23 August 2021 will still be treated as a priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

A priority appeal is only for students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result. Students should inform their intended higher education provider that they have requested a centre review or appeal. Students will need their UCAS personal ID to confirm that a student's place is dependent on the outcome of the appeal. This is the 10 digit code included in all correspondence from UCAS. This is needed.

Finally, if a student believes the exam board has made a procedural error in handling their appeal, he/she can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.

Please note that the initial guidance from Ofqual suggests that appeals to exam boards will have a very high threshold to meet. Because grades have been based on holistic judgements, there will not be scope for speculative appeals where a student is near a grade boundary. Ofqual have also announced that there will be an additional examination series in the 2021 autumn term. Exam boards will offer exams in all GCSE and A-Level subjects, as well as AS exams in chemistry, further maths, maths and physics. Students will have the opportunity to sit these

examinations if they believe they are capable of achieving a better grade than their allocated CAG. Further details regarding the autumn series will be provided early in the autumn term.

The appeal form for stage 1 and stage 2 appeals can be found [here](#). Completed forms must be emailed back to [exams@tdms.worcs.sch.uk](mailto:exams@tdms.worcs.sch.uk). Please note appeals must be sent in via students' email address and not parents/carers.

Further information and advice from Joint Council for Qualifications (JCQ) can be found [here](#). If you require any further advice please contact [tdolan@tdms.worcs.sch.uk](mailto:tdolan@tdms.worcs.sch.uk).

For those students intending to return to TDMS Sixth Form, we will be enrolling students on results day. We will check with those who attended our transition event that they have met the criteria to continue with their chosen subjects, and offer advice and guidance where necessary, and we are more than happy to enrol anyone who wishes to come back to our wonderful Sixth Form if they have not already applied; they will complete an application form on the day. A number of senior leaders will be on hand to support enrolment and to record students' final destinations. Please just speak to us if you have any questions at all.

I wish all the students the best of luck for the results' days and in their successful transition onto their next pathway.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stuart Weston', with a stylized flourish at the end.

Stuart Weston  
Associate Headteacher