

18 June 2021

Dear Parents, Carers and Students,

### Teacher Assessed Grades

I am writing to you to update you on the process for Teacher Assessed Grades this year.

We have now submitted our Teacher Assessed Grades to the exam boards for their approval. The way we arrived at these grades is outlined in our JCQ approved Centre Policy, which can be found on our website via this [link](#).

GCSE results day is on Thursday 12 August. We will write to you with further details about this day nearer the time.

Although everyone will be working hard to make sure you 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 you believe an error has been made in determining your grade, you will have a right to appeal. There are two stages to the appeals process:

#### Stage 1: centre review

If you don't think you have been issued with the correct grade, you can appeal to the school. We will review whether we made an administrative error, (e.g. we submitted an incorrect grade to the exam board) or we did not apply a procedure correctly (e.g. you were not informed of the evidence on which we based your grade or we did not take into account access arrangements you were entitled to, such as extra time).

#### Stage 2: appeal to the exam board

If you still don't think you have the correct grade after the centre review is complete, you can ask the school to appeal to the exam board on your behalf, who will review whether we made an 'unreasonable exercise of academic judgement' in determining your grade, we did not apply a procedure correctly or whether the exam board made an administrative error.

At both stages of the process you will need to submit your appeal to the school with your written consent to conduct the appeal or submit it to the exam board on your behalf. It's important to remember that your grade can go down, up or stay the same through either stage of the process.

Attached is a request form for centre reviews, along with some additional information. If after receiving your results you wish to request a centre review, please fill in this form and hand it to a member of staff on results day. Alternatively you can fill it in and email it to [summer2021@driffieldschool.org.uk](mailto:summer2021@driffieldschool.org.uk). Printed copies will be available on results days. After you have been informed of the outcome of a centre review, you will be given an additional form so that you can appeal to the exam board if you wish.

Here is a [link](#) to our careers newsletter which gives advice and guidance on next steps for Year 11.

We hope you have an enjoyable summer and we're looking forward to welcoming you back on results day.

Best wishes,

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

Mr J Loftus  
Vice Principal

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