

13 July 2021

Dear Student,

## RE: A Level Results Day

I hope you are enjoying your well-earned rest following a tough year and just wanted to write to you to give you some more information about results day in the summer. Please see below some important information about how results day will look this year. Our aim is to ensure that you all receive your results at exactly the same time via email, but also to provide the opportunity for you to collect your results from the school should you wish. This will enable the staff present to offer their congratulations and also provide further guidance and advice should you need it.

### A-Level Results Day 2021: Key Information

#### When is A-Level results day?

Results day is Tuesday 10 August.

#### How were my grades arrived at?

Teacher Assessed Grades were submitted to the exam boards by the school as a holistic assessment of your performance in a subject. The way we arrived at these grades is outlined in our JCQ (Joint Council for Qualifications) approved Centre Policy, which can be found on our website here: [https://www.driffieldschool.net/images/Documents/Exams/Driffield\\_School\\_Centre\\_Policy\\_2021.pdf](https://www.driffieldschool.net/images/Documents/Exams/Driffield_School_Centre_Policy_2021.pdf)

These grades were then approved by the exam boards following external quality assurance checks.

#### How will I receive my results?

You will receive your A-Level results via email at 8.30am. In order for us to comply with GDPR, the results will be sent to your school email address. If your parents wish to receive a copy of your results then *you* need to inform the school that you give your permission for this to happen. You can do this by emailing [exams@driffieldschool.org.uk](mailto:exams@driffieldschool.org.uk) from your school email account with the following statement: "I give my permission for my parent [insert name] to also receive the email containing my exam results. Please can you send that email to [insert parent email address]."

You have been allocated a time slot (shown in the table below) in which to collect a printed copy of your results and meet staff. Student arrivals have been staggered in ten minute intervals. I have reserved the first hour, from 8am to 9am, to support those students who

have not yet had confirmation of their university place or secured a destination and I will be available in the Sixth Form Study Centre.

You will be collecting results from **North Hall**. Students will enter through the canteen. Staff will be on hand to give you clear instructions when you arrive.

Tutor group and surname letters	Time	Tutor group and surname letters	Time
13B - Surname A-J	09:00	13D – Surname Q-W	09:50
13B – Surname K-W	09:10	13E – Surname A-L	10:00
13C – Surname A-E	09:20	13E – Surname M-W	10:10
13C – Surname F-W	09:30	13F – Surname A-O	10:20
13D – Surname A-P	09:40	13F – Surname P-W	10:30

Your parents are more than welcome to accompany you on to site in order to collect their results, but we would request that only you enter North Hall to aid our social distancing measures.

### **How does the UCAS process work on results day?**

You will be able to see the universities' final decisions on "Track" from 8.30am. This will confirm your place, so make sure you have your personal ID and password to hand. If it shows that you have been confirmed at your "insurance" offer it means that unfortunately you have not been successfully placed at your "firm" choice. If you have been unsuccessful with both choices Track will inform you that you have been entered into clearing and you will be provided with a clearing number that you will need if you wish to look for a new university placement. If Track is blank, **do not worry**, it means that the university has not yet decided and has not updated the system and you will just have to wait. Track will not confirm what grades you have achieved, only your acceptance onto a course.

### **What is clearing?**

Clearing opened on 5 July and will show all the universities and courses that still have places available if you use the usual course/university search tool on the UCAS website. On results day clearing opens for applications at 2.00 pm. Prior to this, if you wish to use clearing, you should spend the morning researching courses that are available and contacting the universities to see if they will offer you a place, with your grades. You can go home to do this or you can stay in the study centre to do this with support. Once you have found a course you are happy with and the university has confirmed that they will accept your grades, you can add this through Track at 2.00 pm. You then need to wait for the university to confirm this place through Track.

### **When does clearing close?**

Clearing remains open all the way into September, so don't be rushed into making a bad choice. Take your time to research options to get the best one for you.

### **What if I don't want to accept my "firm" choice?**

You can decline the offer through Track and this will release you into clearing. *Be aware though that this will also mean that you decline your "Insurance" choice.* If you wish to go to your "insurance" choice rather than your "firm" choice you must check with your insurance choice that they will still take you (phone them) and then you need to decline your "firm" choice and apply to the "insurance" option through clearing.

## **What happens if I've done better than I thought?**

UCAS operates a system called "adjustment". If your grades are higher than you thought and you want to apply for a new course or university that you now have the grades to access you can do this through "adjustment". This is also available through Track. You can search and apply for these courses whilst retaining your "firm" and "insurance" offers. These stay safe for you, until you are accepted on a course through adjustment.

## **How can I get help?**

I am available in the Study Centre from 8.00 am-5.00 pm on Tuesday 10 August and also from 8.00 am-5.00 pm on Wednesday 11 August. If you require any further assistance outside of these times please contact me through email and I will do all I can to help you over email or can give you a call.

## **What do I do if I think that my grade is incorrect or I am not happy with my grade?**

All students have the opportunity to appeal their grade if they think it is incorrect. It is important to note that an appeal may result in a grade being lowered, staying the same, or going up.

There is also the option to re-sit A-Levels in the autumn if you are not happy with your grade. The design, content and assessment of these papers will be the same as in a normal year.

## **What are the stages of an appeal?**

There are two stages to an appeal:

### **Stage 1: centre review**

All appeals must first go through a centre review. The school checks for administrative and procedural errors.

### **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.

## **What are the grounds for appeal?**

As stated in the JCQ guidance on appeals:

*"Any student may submit a request for a centre review on the grounds that the centre has*

- *failed to follow its procedures properly or consistently in arriving at that result or*
- *made an administrative error in relation to the result."*

Examples of this are:

- entering the wrong data in a spreadsheet
- you were not informed of the evidence on which we based your grade
- we did not take into account access arrangements you were entitled to, such as extra time

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.

The JCQ guidance also states:

*“Any student considers that there has been a procedural error, an administrative error or that their grade reflects an unreasonable exercise of academic judgement (either because of the way that the grade has been determined and/or the selection of the evidence), may submit a request for an awarding organisation appeal **after they have received the outcome of their centre review.***

*A centre must submit an appeal to the awarding organisation if the student considers that:*

- a) the centre did not follow its procedure properly or consistently in arriving at the result, or during the centre review*
- b) the awarding organisation made an administrative error in relation to the result*
- c) the centre made an **unreasonable exercise of academic judgement** in the choice of evidence from which to determine the grade and/or the determination of that grade from the evidence.”*

### **What does ‘unreasonable’ mean?**

‘Unreasonable’ in this context means that no educational professional acting reasonably could have selected the same evidence or arrived at the same grade.

The JCQ guidance states:

*“The focus of any appeal will be on whether the Teacher Assessed Grade was unreasonable and not that any other grade or mark would have been reasonable. The independent reviewer will consider whether the original Teacher Assessed Grade decision was reasonable. The independent reviewer will not consider whether they would have given an alternative grade or whether an alternative grade could also reasonably have been given. There may be a difference of opinion as to the assessed grade without there being an unreasonable exercise of academic judgement. The reviewer will only conclude that there has been an unreasonable exercise of academic judgement if the Teacher Assessed Grade was clearly wrong – i.e. there was no basis upon which the grade could properly have been given.”*

Because of the flexibility of the approach this year, every school and college will have used different forms of evidence. Just because other evidence *could* have been used does not automatically make the evidence used ‘unreasonable’.

Independent reviewers will not remark or grade students’ evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.

### **How do I make an appeal?**

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.

Below is a link to a request form for centre reviews, along with some additional information:  
[https://www.driffieldschool.net/images/Documents/Exams/Centre\\_Review\\_Request\\_Form.pdf](https://www.driffieldschool.net/images/Documents/Exams/Centre_Review_Request_Form.pdf)

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.

Below is a link to a request form for an appeal to the exam board, following a centre review:  
<https://www.driffieldschool.net/images/Documents/Exams/Exam Board Appeal Request Form.pdf>

If after receiving the outcome of a centre review you wish to appeal to the exam board, 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 also be available on results days.

### **What is a priority appeal?**

Priority appeals will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of **7 September**.

Priority appeals are only open to **students starting university this autumn, who have missed out on the conditions of their firm or insurance offer**.

If you decided not to confirm a firm conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal.

When making a priority appeal, you will have to include their UCAS number so it can be confirmed that it is a genuine priority appeal.

### **What are the deadlines for priority appeals?**

The suggested deadline for requesting a priority appeal is **16 August** (students cannot appeal before results day on 10 August).

We will endeavour to complete the centre review by **20 August\***. If you wish to progress this to an exam board appeal, they must send the request this by **23 August**.

\*At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g. from your subject teachers). This may not be possible in August. In such cases, we may have to wait until September, but priority appeals will still be treated as a priority.

### **What are the deadlines for non-priority appeals?**

The deadline for submitting a centre review is **3 September**; and the deadline for submitting an awarding organisation appeal is **10 September**.

### **I still have some school textbooks at home, what do I do with these?**

If you have any resources such as textbooks, please bring them to school when you come in to collect your results so that next year's Sixth Form students can use them.

If you have any questions about results day, please don't hesitate to contact me.

I hope you have an enjoyable summer and am looking forward to welcoming you back on results day.

Best wishes,



Mr D Andrews  
Assistant Headteacher and Head of Sixth Form