

Dear Parent/Carer,

Exam Results Day

I hope this letter finds you and your family well. As we move closer to Results Day please find enclosed information regarding this year's exam results and how you will receive your results on Thursday 12th August 2021.

Following the government's decision to cancel all summer 2021 exams, Poltair have been working with exam boards and Ofqual to deliver the process for awarding GCSE's and Vocational Qualifications for Summer 2021. The full guidance documents for students, parents and teachers can be viewed on the Poltair School website <https://www.poltairschool.co.uk/index.html> under year 11 results information.

Currently, awarding bodies are reviewing examples of the evidence we have used to determine teacher assessment Grades (TAG's). The awarding bodies will also check a sample of Poltair's TAG evidence to make sure we have followed this year's grading process correctly and that grades are supported by the appropriate evidence. You can have confidence that the grades you receive on the 12th August have been fully checked by processes set within Poltair's Centre Policy and the grading process has been externally reviewed by the awarding bodies.

I am pleased to confirm that students will be able to collect their results from Poltair School on Thursday 12th August 2021, however, in line with social distancing rules we will stagger the collection of results. Please complete the form linked <https://forms.office.com/r/4hhYRtXk85> so we know you will be attending and we have your most up to date contact information. Students are invited to collect their results in person during the following time slots:

- 11PMA 9.30 - 9.45
- 11DBR 9.45 - 10.00
- 11LHA 10.00 - 10.15
- 11JWE 10.15 - 10.30
- 11RSP 10.30 - 10.45
- 11SBO 10.45-11.00

Students will need to sign in at reception where they will be directed to their result collection point in the Cyber Cafe. There will be members of staff available to support you if you have any questions or queries about your next steps and computers will be available for you to upload results to colleges should you need to. If government guidance changes and we will no longer be able to welcome students onto the school site, we will contact you and email your results.

Appeal Process

Once students have received results, if, you believe there has been an error with the result given there is an option to appeal the grade given. This takes place in two stages in line with the JCQ *A Guide to Appeals Processes Summer 2021 Series*

Stage One – Centre Review

- 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

Stage Two – Appeals to the Awarding Organisation

- Any student, who 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 and after the publication of the outcome results**
- Stage two appeals will not be granted where a centre review has not already taken place and the outcome received

All requests for an appeal must be made directly to the centre which submitted the grade (Poltair School) and appeals will be processed between 31st August 2021 and 17th September 2021.

- **31st August – 9.00am 3rd September 2021** = Request window for centre review
- **3rd September – 10th September** = Centre reviews take place and outcomes communicated to students
- **10th September – 9.00am 17th September** = Request window for appeals to the awarding organisation (appeals can take up to 42 calendar days for the publication of the outcome)

All the information you need to decide if you need to appeal is available on the Poltair website via <https://www.poltairschool.co.uk/index.html> under year 11 results information these documents include:

- Ofqual – How GCSE’s AS and A levels will be awarded in summer 2021
- Ofqual – How vocational and technical qualifications will be awarded in 2021
- Poltair School – Centre Policy & Appeals Policy
- Poltair School – Evidence used to determine grades
- JCQ – Guidance for students and parents Summer 2021
- JCQ – A guide to appeals processes Summer 2021
- JCQ - Centre review student request form (appendix B)
- BTEC Appeals Summer 2021 (guidance)

Ofqual have stated that any student who feels that their grades from the summer do not reflect their ability will have the opportunity to take their exams in the autumn 2021 series. If this is something you choose to do students will be able to use the higher of the two grades for future progression.

Autumn Exam Series

If social distancing rules allow, students will get the opportunity to sit additional GCSE exams in November/December 2020. This will be confirmed in due course and we will update you with exact dates as soon as we are able to. We are hoping to have this information before results day as the Autumn exams’ entry window is likely to be very short so candidates will need to make decisions quickly regarding taking exams in the Autumn Series. Alternatively, you may be taking/re-sitting additional GCSE’s as part of your next steps at college.

Certificate Evening

We hold our Year 11 Certificate Evening in December each year and as long as social distancing rules allow, we are looking forward to getting everyone together and celebrating your successes. As soon as we have more details we will let you know.

We would like to thank you all for your support and patience over these difficult few months and if you have any queries or questions please email exams@poltair.cornwall.sch.uk

Yours sincerely

Mrs Highton – Exams Officer exams@poltair.cornwall.sch.uk

Poltair School Trevarthian Road St Austell Cornwall PL25 4BZ

tel: (01726) 874520

web: www.poltairschool.co.uk

e-mail: enquiries@poltair.cornwall.sch.uk

