

19th July 2021

Dear parents/carers,

Summer 2021 – GCSE Results

I am writing to you to advise you of the process for the distribution of the GCSE/BTEC results and to explain the appeals system.

The Grades

The grades will be posted by recorded delivery on the 12th of August. We will also Email the results to you on the 12th.

If you have any queries regarding this process please contact:

Goldwyn Ashford: duncan.fryer@goldwyn.kent.sch.uk

Goldwyn Folkestone: sarah.miller@goldwyn.kent.sch.uk

Goldwyn Plus: jon.bumpus@goldwyn.kent.sch.uk

Goldwyn College: joanne.chessum@goldwyn.kent.sch.uk

The Appeals Process

Although everyone has worked 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 a grade, you will have a right to appeal. You cannot appeal if you think the teacher has made an incorrect judgement.

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. submitted an incorrect grade; or used an incorrect assessment mark when determining a grade.
- did not apply a procedure correctly, e.g. we did not follow our Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

To help you decide whether to appeal, you can request that the school shares with you the following information:

- our Centre Policy (available on our website and previously sent to you)
<http://www.goldwyn.kent.sch.uk/curriculum1/how-will-qualifications-be-awarded-in-2021/policy-for-determining-gcse-grades-2021/>

- the sources of evidence used to determine grades along with any grades/marks associated with them
- details of any special circumstances that have been taken into account in determining grades, e.g. access arrangements, mitigating circumstances such as illness

You may request a centre review between 12th August and 3rd September.

The centre will conduct the review between 12th August and 10th September.

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, who will review whether

- we made an unreasonable exercise of academic judgement in the choice of evidence from which we determined a grade
- we did not apply a procedure correctly, e.g. we did not follow our 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 a grade during the processing of grades.

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

Finally, if you believe the exam board has made a procedural error in handling your appeal, you can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.

The centre has until 17th September to submit an appeal to the exam board.

If you have any queries regarding the results or the appeals process please do not hesitate to contact your Centre Lead.

May I take this opportunity to wish you a relaxing and peaceful summer break.

Yours sincerely,

Duncan Fryer
Head of Teaching and Learning