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Kelmscott School

"Putting Learning First"

23rd June 2021

Dear Parents/Carers

GCSEs and Vocational Qualifications - Summer 2021

You will be aware that following the impact of the Covid-19 pandemic, the UK government decided that the Summer 2021 examination series would not go ahead as planned. At the end of March, JCQ (the organisation that oversees all GCSE, AS/A Level and Vocational qualifications) issued guidance to schools setting out how student grades will be determined this year. In this letter I set out an overview of how the school has determined the grades this summer in line with the JCQ guidance. As required by JCQ, the school has created a Centre Policy to guide its work in determining student grades. The policy is on the school website via Students > Exam Information.

Identifying what has been taught to the cohort of students

We identified what parts of each course had been taught to students up until March 2021. The students were only assessed on what they had been taught during this time.

What evidence did the school consider in determining grades?

The school has used a range of evidence from across the course of study to make decisions as to grades. The school has assessed students based on:

- Records of performance on the content that has been taught over the entire course, including work pre-lockdown.
- Non-exam assessment, often referred to as coursework or internal assessments, even if they have not been fully completed.
- Work produced in tasks set by the school that reflects the specification, format and marking of exam boards. This included substantial classwork, homework, internal tests and "mock" exams.
- 2 rounds of internal exams – Spring exams and 'final' Year 11 exams, taken in formal exam conditions with a high level of control.

The school did not need to assess the students on every aspect of each subject. Rather, for each subject, a range of evidence is required that illustrates performance on the aspects of the course that have been taught.

In most cases, the range of evidence used to inform grades will be consistent across each class or cohort for each qualification. However, the school may decide that a different range of evidence may be more appropriate to fairly inform the grade for some students if, for example, students have missed significantly more teaching than others in the class or cohort.

Determining grades

Now all the evidence is selected and assessments are complete, teachers have decided on an overall grade. No single piece of evidence was necessarily more important than another, as teachers have assessed the students based on a range of evidence that can give an overall picture of each student's performance. The school has assessed the evidence of student performance against materials provided by exam boards.

As with exams in normal years, the grades issued by the school will not take account of potential. They will be a snapshot of the standard that students are performing at based on a range of evidence. It should be no easier or harder for a student to achieve a grade this year based on their performance than in previous years.

What happens once a grade has been determined?

Once subject areas determined student grades, the grades have subsequently been reviewed by the school to ensure that the consistent processes, in line with the school's policy, have been followed by **all** subject areas and for **all** students.

At this point the grades have been sent to the exam boards. The exam boards will carry out their own quality assurance process of the school's grades, to confirm that we have followed the correct procedures.

Reasonable adjustments, access arrangements and special consideration

If a student has special educational needs, and/or is disabled, and requires reasonable adjustments for assessments, the school ensured that these were in place when further evidence was gathered this term. For some evidence collected in the past, these reasonable adjustments were in place then also. If they were not, the school took this into account when determining student grades. We also considered whether other evidence could be used instead.

I appreciate this is a challenging time for all students receiving grades this summer. I hope that this letter helps to provide clear details on how the grades will be determined. If you have any questions, please do not hesitate to contact the school.

Yours sincerely,

Mr S. Madge
Examinations Manager



Information for Students

Summer 2021 Results, Appeals and Certificates

Results

On candidate statements of results (results slips) and certificates, grades will be reported in the same way as in previous years.

Results will be issued on the results day in August as follows:

Date	Qualification type
12/08/2021	GCSE and other Level 1/2 qualifications (Cambridge National, BTEC, Functional Skills)

Arrangements for results day

Your exam results will be available to collect between 9:30am and 10:30am on Thursday 12th August 2021 from the School Hall. Any results not collected by 11:30am on the day will be posted to your home address.

Social distancing measures may still be in place so please follow them and wear a facemask if required.

Concerns about your results

When you receive your results, if you think that a grade is wrong, your first step should be to speak to Mr Madge for advice.

Further details of the arrangements for appeals are provided below.

Certificates

Certificates, when received from the awarding organisations, will be issued to you in November 2021. We will contact you via letter when they are available for collection.

The arrangements for appeals

There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation

Kelmscott School will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Kelmscott for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

Stage 1 – Centre review

- If a student does not consider they have been issued with the correct grade, they can submit a request to Mr Madge via email, to data@kelmscott.waltham.sch.uk to check if an administrative or procedural error has occurred
- Mr Madge will respond with a copy of the form *JCQ Student Request Form for Centre Reviews and Appeals*
- On receipt, the student should read all instructions, fully complete *section A. Student request* of the *Stage one – centre review* form including an electronic signature and date. The form should be saved and returned as an email attachment to data@kelmscott.waltham.sch.uk
- **It is important for the student to know that the outcome of the centre review may result in the student's grade going down or going up as well as remaining the same.**
- On completion of the review Mr Madge will complete *section B. Centre review outcome* of the form and share with the student/candidate as a record of the outcome, in sufficient time prior to the relevant appeal to awarding organisation deadline.
- If an administrative or procedural error is found, Mr Madge will submit a request to the awarding organisation to correct the error and amend the grade without the need to submit an appeal to the awarding organisation
- If an error is not found, the student will receive a written confirmation of their grade.

Stage 2 – Appeal to the awarding organisation

- An appeal to the awarding organisation will only be submitted if the first stage, centre review, has been completed and the outcome of the first stage has been issued to the student
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - **if a student wants to improve their grade they may want to consider entering for the Autumn exam series**
- If the student believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the student considers that the grade awarded was an unreasonable exercise of academic judgement, the student can submit a request to Mr Madge to proceed with an appeal to the awarding organisation on their behalf.
- To proceed, the student must complete the *Stage two – appeal to awarding organisation* section of the form, including electronic signature and date. The form should be saved and returned as an email attachment to data@kelmscott.waltham.sch.uk
- Mr Madge will then submit the appeal on the student's behalf according to the requirements of the awarding organisation to which it is being submitted
- The awarding organisation will determine the grade at appeal and the outcome will be final
- **It is important for the student to know that the outcome of the awarding body appeal may result in the student's grade going down or going up as well as remaining the same.**
- There is no further opportunity to appeal the outcome to the awarding organisation
- The awarding organisation's appeal outcome letter will be provided via email (if provided) and/or posted to the student's home address as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.
- Should the student still remain concerned their grade was incorrect, they may be able to apply for a procedural review
- The appeal outcome letter will include the next appropriate steps, where applicable, to apply for a procedural review to the Exam Procedures Review Service (EPRS)

Note - Once a finding has been made **you cannot withdraw your request for a centre review or appeal.**

If your grade has been lowered, you will not be able to revert back to the original grade you received on results day.

Deadlines to submit a request

Non-priority appeal

3 September 2021 - deadline for a student to request a Stage 1 - centre review

17 September 2021– deadline for a student to request a Stage 2 – appeal to awarding organisation