

Dear Y11/13 student,

We are now well into our final assessment period for Y11 and Y13 students. Throughout this period we have been hugely impressed with your effort, preparation and your focus.

Over the next few weeks teachers will be using assessment information from the current assessment period and throughout the course to determine your GCSE, A level and vocational grades. The document available [here](#) sets out, for each subject, the assessments that will be used and how our teachers will determine each grade.

How am I being assessed?

Teachers will initially determine your grades, which will then be reviewed by the school. The professional judgement of teachers will only be based on what you have been taught and your teachers will use a range of evidence from across the course of study to make their decision.

Teachers can assess you based on:

- Records of your performance on the content you have been taught over the entire course of your studies.
- Non-exam assessment, often referred to as coursework or internal assessments, even if you have not fully completed it.
- Work you have produced in tasks set by your school or college that reflects the specification, format and marking of exam boards. This could include substantial classwork, homework, internal tests or mock exams.

Your teachers do not need to assess you on every aspect of each subject. They just need a range of evidence that shows your performance on the aspects you have been taught.

In most cases, the range of evidence that your teachers use to inform your grade will be consistent across your class or cohort for each qualification. However, your teacher may decide that a different range of evidence may be more appropriate to fairly inform your grade, if, for example, you have missed significantly more teaching than others in your class or you have been ill or self-isolating during the period of summer assessments.

Reasonable adjustments, access arrangements and special consideration

You have the opportunity to raise any concerns about the evidence being used, for example, if the evidence was affected by personal circumstances, such as illness. Your teacher will make the final judgement about what evidence is to be included - this is not a negotiation.

Your teachers will not be able to tell you the grade they have submitted to the exam board.

If you have special educational needs and require reasonable adjustments, we will aim to ensure that these are in place when evidence is gathered. If reasonable adjustments were not in place when you took an assessment that is being used as evidence, you should inform Mr Wilkinson of this circumstance using the google form [here](#) and we will take this into account when determining your grade if appropriate.

Special consideration requests will not apply in the usual way this summer because you are not taking exams. If you think that your performance in an assessment has been affected by illness or personal circumstances, you should also tell Mr Wilkinson about this as soon as possible using



the google form [here](#). It is important that you raise any such instances before the school submits your grade. The google form will remain open until Monday 24th May 2021 by which time we will have expected you to have raised any concerns.

If you have any questions about how your personal circumstances will be taken into account or want to raise anything, now is the best time to speak to Mr Wilkinson. You should not wait until after you get your results.

Regulations and Malpractice

If a student tries to gain an unfair advantage during the process on the determination of grades by, for example, submitting fabricated evidence or plagiarised work, or any other act deemed as malpractice, Northallerton School and Sixth Form College will submit a report of suspected candidate malpractice to the relevant awarding body. Penalties as a result of breaking these regulations can range from the piece of work being awarded zero marks to disqualification from subjects.

When will I receive my grades and what happens next?

- AS and A Level students will receive their results on Tuesday 10 August 2021.
- GCSE students will receive their results on Thursday 12 August 2021.

The details on when and where you collect your results will be shared in due course. These plans will take into account any Covid and social distancing measures which are still in place in August.

Appeals

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, who will review whether we:

- made an administrative error, e.g. we submitted an incorrect grade; we used an incorrect assessment mark when determining your 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:

- the Centre Policy
- the sources of evidence used to determine your grade along with any grades/marks associated with them



- details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness

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:

- the school made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence.
- the school did not apply a procedure correctly, e.g. did not follow the Centre Policy [here](#), 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 your grade during the processing of grades.

At both stages of the process you will need to submit your appeal to the school and give them 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.

If you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also tell college so they can ask the exam board to prioritise your appeal. The timelines for priority and non-priority appeals will be as follows:

- 10 August to 7 September: priority appeals window
 - 10 August to 16 August: student requests centre review
 - 10 August to 20 August: centre conducts centre review
 - 11 August to 23 August: centre submits appeal to exam board
- 10 August to end October: majority of non-priority appeals take place
 - 10 August to 3 September: student requests centre review
 - 10 August to 10 September: centre conducts centre review
 - 11 August to 17 September: centre submits appeal to exam board

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.

Kind Regards,

Mr A. Wilkinson
Deputy Headteacher