



DEVONPORT HIGH SCHOOL FOR GIRLS

A SPECIALIST LANGUAGE COLLEGE

Friday 16th July 2021

Dear Parents/Carers and students

Firstly, to the students, I hope you are enjoying a well-deserved rest following your summer assessments on top of what has been a challenging year for you all. Parents and Carers, thank you so much for the support you have provided, we really appreciate it.

We are writing to share with you the arrangements for the collection of GCSE, AS and A Level results and to provide you with information about post results support, guidance and the appeals process.

Results days

- A Level and AS Level results day – Tuesday 10th August
- GCSE results day – Thursday 12th August

Receiving results

Students can choose to receive their results in one of three ways; to have their results posted on the day, emailed between 8.30 and 10.00am or to collect them in person from the school between 8.30 and 10.00am. For results to be posted, students need to provide a stamped addressed envelope for the attention of our Examinations Officer Mrs Harrington. For results to be emailed, students will need to contact Mrs Harrington via mharrington@dhsg.co.uk to request this.

If students choose to collect their results in person, they will need to access the school site via the lower Lyndhurst Gate (next to the Drama Hut) and collect their results from the Hall via the main school entrance. Each student can be accompanied by one person if they wish, but this person must not enter the building and should wait on the school field. We would ask that students bring any text books/resources they have on loan and place them in the boxes provided at school. Students receiving results via post or email can arrange a mutually convenient time to return books by contacting the school on 01752 705024.

Plans and processes will be put in place to minimise risks for students wishing to collect results in person. We politely ask that parents and carers do not gather at entrance/exit gates.

A limited number of staff will be present which will include members of SLT and a number of support staff. Please note, subject teachers and Heads of Department will not be on site.

Post results support and guidance

Following the issue of examination results, students wishing to receive further advice and support in relation to next steps may book a telephone appointment with our Assistant Head Teacher/Head of Sixth Form, Mr Lamb. Alternatively, should they have an enquiry about their examination results and the appeals process, they can book a telephone appointment with myself, Mr Norster. We will facilitate this using an online booking system, details of which will be sent to students in advance of the day. Following the telephone conversation, if necessary, a further face to face meeting can be arranged and students may be accompanied by one other person at school.

Sixth Form enrolment

Year 11 students collecting their GCSE results will also need to confirm their enrolment for Sixth Form, which will be done remotely via an electronic form. Further details regarding this will be sent out before results day.

Appeals

We have worked hard to ensure that the Teacher Assessed Grades submitted for our students are the grades they deserve. However, there is a staged appeals system as a safety net.

Stages of the appeals process

Stage 1 of the appeals process is an internal school check that an administrative or procedural error has not been made. Stage 2 is where the student asks the school to appeal to the exam board, who will review whether the school made an unreasonable judgement in determining a grade, whether it followed its own procedures, or if the exam board made an administrative error. A stage 2 appeal cannot be made without a stage 1 appeal being completed first.

Priority and non-priority appeals

There are two groups of appeals – priority and non-priority which work to different timescales. Priority appeals are those students who have a place at university that is dependent on the outcome of an appeal. Students should tell the university they are hoping to go to that they have made an appeal so the university can decide how to handle the offer of a place. Below are the key dates for both priority and non-priority appeals:

Priority appeals

- 10 August to 7 September - priority appeals window
- 10 August to 16 August - student requests centre review (stage 1)
- 10 August to 20 August - centre conducts centre review
- 11 August to 23 August - centre submits appeal to exam board (stage 2)

Non-priority appeals

- 10 August to end October - majority of non-priority appeals take place
- 10 August to 3 September - student requests centre review (stage 1)
- 10 August to 10 September - centre conducts centre review
- 11 August to 17 September - centre submits appeal to exam board (stage2)

Possible outcomes of an appeal

It is important that students consider the possible outcomes before requesting an appeal. If you request a centre review or an awarding organisation appeal, there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

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.

How to appeal

Please refer to the other attachments on the email which contain further details about the appeals process. The documents include "JCQ guidance for students, parents and guardians on Teacher Assessed Grades" which includes a good section on the appeals process. Also attached is the form students will need to complete in the event of appealing grades. In the event of an appeal stage 1 of the form should be completed and emailed to Mrs Harrington via mharrington@dhsg.co.uk. Copies of all these documents along with a copy of our Teacher Assessed Grade Policy can also be found on our school website, [click here](#). There is no fee charged for any part of the appeals process.

Autumn 2021 exam series

There is also the option for students to sit GCSE, AS and A Level exams in the autumn. Some students may prefer to sit these exams as an alternative to making an appeal. However, if a student appeals their original grade they are still able to sit the autumn series. Details of how to enter the autumn series exams will accompany the results pack in August. Students will not be charged for exam entries.

If you have any queries about the above information please contact me via lnorster@dhsg.co.uk.

We are very proud of the way our students have conducted themselves this year and wish you all a relaxing summer.

Yours faithfully



Mr L Norster
Assistant Head Teacher



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