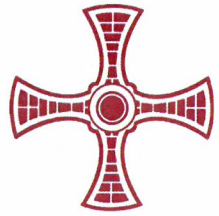


# St Robert of Newminster Catholic School and Sixth Form College

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**Head Teacher:** Mr. D. Juric  
**Chair of Governors:** Mr. G. Moorhouse

25<sup>th</sup> June 2021

Dear Year 11 Student and Parent/Carer

I am writing to explain the arrangements for Results Day this summer and to outline the appeals process which will be in place. However, firstly, I wish to congratulate you again on all your efforts during what has been a less than straightforward final two years of school. No one could have predicted what the last 18 months would have looked like, and you have coped extremely well to maintain your focus on your studies. We very much hope your hard work will see its due rewards in the summer. We wish each and every one of you the very best not just for your forthcoming results, but also your next steps, whatever they may be. We hope the next two years prove more settled than the ones we have just experienced.

## Results Day

Results will be available for students to collect from 8.30am on Thursday 12 August. School will not be open before 8.30am for students. Due to current restrictions students will be allocated a time slot during the morning to collect their results. It is important that students keep to their allocated slot. Students will receive a letter from Mr Bayne in the coming days, confirming their time slot.

Following collection of their results students can enrol for Sixth Form. Sixth Form staff will be available to discuss students' results, course choices and complete the enrolment process. Students should complete all their Bridging Work tasks by the time that they enrol. Sixth Form staff will be available to enrol students on Thursday 12 and Friday 13 August between 9am and 3pm.

Uniform will be available to purchase on both days. Uniform can be pre-ordered using the order form in the Sixth Form section of the school website and collected on Results Day.

Students should return any subject textbooks on Results Day if they have not already done so.

As already explained, those students who have informed us that they are not available on Results Day and have requested their results by email, will receive their results electronically on the day, but these will be sent out once the on-site results have been distributed.

## Appeals

JCQ has put in place an appeals process for students this summer. Students must complete stage one of an appeal, before they can progress to stage two. We have attached the JCQ information sheet which explains the process, but please see below some additional explanatory notes from the school.



consultant  
school  
accreditation

We have already shared with you our Centre Assessment Policy and details of which pieces of work are being used as evidence in each subject. Those of you who wished to make us aware of potential mitigating circumstances have also had an opportunity to do so. As you are aware, we are not permitted under any circumstances to inform you of your grade prior to Results Day.

On Results Day you have the option to request an appeal over your grade, if you have reason to believe there is an error. We must make very clear to all students that there are three possible outcomes to an appeal, both at stage one and stage two. One outcome is that your grade stays the same. The second is that your grade may move up. The third is that your grade may move down.

The first stage of the appeal is for the school to check for an administrative or procedural error. Please be aware that the system does not allow for you to appeal to the school over the judgment they have made over your grading, only the procedure or administration.

If you complete stage one, but wish to take the appeal further, you can move to stage two. Stage two is an appeal to the Awarding Body, which will again check procedural and administrative errors, and will also check whether the academic judgment made by the school was reasonable.

The attached document from JCQ gives more detail. Please note that the reference to *Priority Appeals* on the JCQ sheet does not apply to Year 11 students. *Priority Appeals* are only for Yr13 students who have university places pending. The school will begin to deal with Year 11 and non-priority Year 13 appeals, once any *Priority Appeals* have been processed. The deadline to request an appeal is 3 September for stage one, and 17 September for stage two.

Those students who come into school in the summer will be able to complete the relevant documentation to request an appeal whilst they are on site. We can email out the documentation if requested, but this must be to the student's email address, as consent must come from the student, not the parent or carer. If you wish to appeal, you must see Mrs Salmon or Mrs Dunn only. As one possible outcome is that your grade may be lowered following the appeal, parents/carers must make sure that they have discussed the matter fully with their son or daughter before the request is submitted.

In conclusion, we wish you a pleasant summer. Congratulations again on all you have achieved during your time with us. We look forward to welcoming the majority of you back to the Sixth Form and wish those of you moving on the very best of luck for your new endeavours.

Yours faithfully

A handwritten signature in black ink, appearing to read 'D. Juric', with a stylized flourish at the end.

**Mr D Juric**  
**Head Teacher**



## Appendix B - Optional template student request and consent form

An interactive version of this form is provided separately should you wish to use it: [Optional Student Request Form for Centre Reviews and Appeals to Awarding Organisations](#).

### Appendix B - Optional Student Request Form for Centre Reviews and Appeals to Awarding Organisations



#### Important information for students

##### What may happen to your grade during the centre review and appeals process?

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.

##### What will be checked during a centre review?

You can ask the centre to check whether it made a **procedural error**, an **administrative error**, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

##### What will be checked during an awarding organisation appeal?

You can ask the awarding organisation to check whether the centre made a **procedural** or **administrative error** - or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

##### When do I need to submit my request?

You should submit a request for a centre review by **16 August 2021 for a priority appeal**, or by **3 September 2021 for non-priority appeals**.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. Priority appeals that aren't submitted to the awarding organisation by 23 August 2021 will still be treated as a priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

##### What is a priority appeal?

A priority appeal is only for students applying to higher education who did not attain their first choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result. You should inform your intended higher education provider that you have requested a centre review or appeal.

##### What is your UCAS personal ID and why is it needed?

Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.

