



9<sup>th</sup> July 2021

Dear students, parents and carers,

### **A Level Results Day (incl. AS, L3 and EPQ) - 10<sup>th</sup> August 2021**

I am writing to outline the plan and rationale behind Results Day this year. In a year where very little has run as “normal”, we have taken the carefully considered decision to continue with the Results Day model used last academic year to ensure that, in light of the issues that the school has faced, especially at the end of term with the current public health situation, we are able to provide a Results Day that best serves our students. The rationale is to limit the number of students and parents on site to those who are in need most of our support, advice and guidance around their grades and next steps.

The plan for the day will be as follows:

- Results will be released **via email to students’ school email addresses at 9am**. If you are unable to access your school email, you need to let us know urgently (please contact [exams@sydneyrussellschool.com](mailto:exams@sydneyrussellschool.com)) for us to work with you on another solution
- From 11am, where needed, we will run appointments in school for students to attend. The appointments will be a 15-30 minute slot, which you will be able to book online at the links provided in the results email. Appointments are for students to discuss significant concerns with grades and options available to you to address these. These will be called “Grades Appointments” on the booking form.
- The only staff in school will be those running appointments and the 16+ pastoral team – unfortunately, **due to current circumstances, you will not be permitted onto site without a pre-booked appointment**. If there are any issues around booking appointments, please contact [exams@sydneyrussellschool.com](mailto:exams@sydneyrussellschool.com), or ring the front office and ask for Mr Downes or Mr Lewis. The appointments will only go live on results day. Please feel free to book appointments of more than one type if needed, but please be aware that if required, the Grades Appointment needs to be booked as the first of any you need.



### Teacher Assessed Grades (TAG) Process:

In line with previous communication, you will be aware of how our Teacher Assessed Grade process has been conducted this year and our rationale and approach for how students have been given grades. For reference, this is outlined in our JCQ ratified Centre Policy, which is available on the website alongside this letter. Since students finished the formal teaching and assessment of their courses at the end May, we have undertaken extensive documentation and internal quality assurance of the grading process, and have undergone external quality assurance sampling and documentation checks with the exam boards. As outlined in our Appeals Policy, at all times, we have tried to be as transparent as possible in our processes, to allow students and parents to share our confidence that the grades that you will receive on Results Day are as fair and robust as possible.

However, in spite of this, should a student or parent still feel that there has been an error or a failure in our grading processes, we are fully supportive of any request for a review or subsequent appeal. Alongside this letter, you will find a copy of the Appeals Policy for 2021, as well as an information sheet for students, the JCQ guidance and the requisite forms for the request of a review or appeal. This has been written to fully comply with the JCQ guidance for this summer, so please read it carefully, as the scope for appeals is specific and limited and must be completed in the right sequence in order to be processed by the school or the exam board. It is important to note that, as part of this sequence, grades cannot be appealed until they have been received on Results Day. A reminder that in all of this, communication about exams and grades needs to come through the Exams Officer at [exams@sydneyrussellschool.com](mailto:exams@sydneyrussellschool.com) – subject and pastoral staff have been instructed to re-direct this across to the exams team, so only the exams email address will be able to answer any concerns or discuss information with you (although discussion around grades, appeals or appointments cannot be discussed until Results Day itself). A reminder also that, under the regulations, such a request must come from the student, not the parent.

Yours faithfully,

Janis Davies

**Principal**