



Dear Students, Parents and Carers,

I am writing to you with information on the arrangements for Key Stage 4 results day and details of the appeals process for Teacher Assessed Grades (TAGs). As always our aim is to ensure that you are well informed and understand the latest information available in relation to our own school context. If you do have any questions after reading this then please contact us so that we can discuss them in more detail.

I appreciate that there is an enormous amount of detail contained in this letter so we have prepared a brief presentation which explains the key points. This can be accessed using the following link. [KS4 Results Day and appeals information](#). We have also included a FAQ section at the end. We hope that these will answer any further questions you may have.

Results Day

Key Stage 4 results will be emailed out at 8.30am on Thursday 12 August. Unfortunately we will not be in a position to have the whole of Year 11 on site to collect their results but there will be an opportunity for students and parents to book an appointment to receive support, discuss the different pathways available and agree any changes to courses. Details of how these appointments can be made will be included in the information sent out with the results. **Please do not contact your teachers about results or appeals.**

Connexions staff will also be available for students either over the phone, 01992 588220 or via their email SfYP.WelwynHatfield@Hertfordshire.gov.uk which is monitored by admin staff who will assign any queries to the Personal Advisers available on the day for a phone call or Teams meeting.

TAG appeals procedure

As you know, grades this year were based on Teacher Assessed Grades (TAGs) which were submitted to the exam boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance. We have been informed that our [centre policy](#), which outlines how our school carried out the exams process this year, has been passed by the exam regulator. We have also submitted a sample of our GCSE assessments to the appropriate exam boards. This is all part of the Stage 3 Quality Assurance external process currently being carried out by awarding bodies.

Once results are published, students will have the right to appeal their grade on certain grounds. Joint Council for Qualifications (JCQ) have recently released details of this process (see below) and promised that they will release a guide for students and parents prior to results day. As soon as this is available we will put a link to the document onto our website. **Please note that only Students are allowed to appeal. Any appeals submitted on behalf of a student will not be considered.**

It is important to note that an appeal may result in a grade being lowered, staying the same, or going up and **if a student puts in an appeal and their grade is lowered, they will receive the lower grade**. Once a final decision has been made you cannot withdraw your request for a centre review or appeal (more detail on these below). However, you can change your mind and ask for the review/appeal to be withdrawn if it has not been concluded. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

There is also the option to resit GCSE qualifications in the autumn, which may be preferable to some students. The design, content and assessment of these papers will be the same as in a normal year. An overview of the process can be found in the JCQ document '[Summer 2021 Grading Timeline for GCSEs, AS, A Level and VET qualifications](#)'

What are the grounds for appeal?

There are five main grounds for appeal as dictated by JCQ and these are divided into two stages. For Stage Two appeals to be undertaken, Stage One appeals must already have been completed. Each subject appeal will need to be submitted separately.

Stage One – Centre Review (this is conducted by the school)

1. You think we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.
2. You think we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the exam board. An example of this would be where you've been told you should have received extra time for assessments but this wasn't given in a certain subject.

All appeals, must first go through a Centre Review as outlined above where we check for any administrative errors, and check that our policies and procedures were adhered to.

At the centre review stage, if we find that a grade should go up or down, we will ask the exam board to change it. They will then consider this request.

Following the outcome of a centre review, students may still choose to pursue a Stage Two - **awarding organisation appeal**.

Stage Two – Appeal to awarding organisation (conducted by the exam board)

3. **Administrative error** by an awarding organisation
4. **Procedural issue** at the centre
 - a. Procedural error
 - b. Issues with access arrangements/reasonable adjustments and/or mitigating circumstances
5. **Unreasonable exercise of academic judgement**
 - a. You think the academic judgement on the selection of evidence was unreasonable: you think the evidence used to grade you was not reasonable.
 - b. You think the academic judgement on the grade you were given was unreasonable.

In this context, 'unreasonable' means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade.

This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence.

It also means that the independent reviewers will **not** remark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade. Appeals will be dealt with in two phases, with Key Stage 5 priority appeals being dealt with in August and all other appeals processed in September. Unfortunately there are no priority appeals for KS4 students.

How to appeal a grade

1. Use your Monk's Walk School email address to contact us on the email addresses below. Please ensure that you use the correct email address as failure to do this may result in your request being delayed.

For Key Stage 5 Priority Appeals:

PriorityKS5TAGappeal@monkswalk.herts.sch.uk

For Key Stage 5 Non-priority Appeals

KS5TAGnonpriorityappeal@monkswalk.herts.sch.uk

For Key Stage 4 Appeals

KS4TAGappeal@monkswalk.herts.sch.uk

2. In the subject of the email state your full name and the qualification you wish to appeal
3. On receipt of your email you will be sent an interactive form for you to complete. This will be the beginning of the *Stage 1 Centre Review appeal process*. It is essential for this form to be completed by the **student** and returned via their **school email** to the correct email address above by the deadlines outlined below.
4. The appeals process then follows the timeline outlined below

Key Stage 4 appeals	
Deadline for Stage 1 Centre Review Part A 'Student request' form to be submitted to school	11am 3 September
Stage 1 Part B Centre Review Outcome shared with student	Friday 10 September
Stage 2 Appeal to awarding organising document completed and submitted to school	By 12pm 15 September
Stage 2 Appeal to awarding organisations submitted by school	By 17 September

Finally, I would like to thank you all for your support, motivation and commitment during this difficult process. I hope you have an enjoyable summer and wish you every success in whatever you will be moving onto in September

Yours faithfully



Matt Grinyer

Deputy Headteacher

Frequently Asked Questions

1. What is a priority appeal?

Priority appeals are only open to **KS5 students starting university this autumn, who have missed out on the conditions of their firm choice**

Where possible, priority appeals will be processed more quickly than other appeals, and the outcome reported before UCAS's advisory deadline of 8 September.

When making a priority appeal, students will have to include their UCAS number so it can be confirmed that it is a genuine priority appeal.

If you decided not to confirm a firm conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal.

JCQ cannot offer priority appeals for KS4 students, unfortunately.

What should I do if I don't get into my first choice of university?

First, don't panic. Speak to Mr Haseler, Mrs Furness or Mr Grinyer on 10 August about your options or discuss courses available through clearing.

If you are going to appeal your grade, you must let your university know you are appealing. They will then let you know whether they will hold a place for you pending the outcome of an appeal. Please remember that universities are not obliged to hold a place for you; this is at their discretion, so it is important that you check this.

What should I do before appealing?

Students must read the JCQ Student and Parent guide before appealing, which will be available on the JCQ website by results days.

As we have already moderated and quality assured all the grades ourselves, we will not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in normal years.