



## Year 11 Summer 2021 qualifications – next steps

Dear students, parents and carers

As you know, students' grades have been determined by schools and colleges this year following the cancellation of summer exams. Students in Year 13 at The Castle Rock School have undertaken a range of assessments which have been marked and checked carefully. We have used these assessments and other work completed by students to determine grades. Before results are published, exam boards will carry out a further process of quality assurance. This includes requesting samples of students' work across a range of subjects and qualifications to support the teacher assessed grades.

### Results

On Thursday 12 August you will be able to collect your GCSE results from The Bletchley assembly hall at the times specified below. To allow us to provide support for any students who may need it we have staggered the collection times as below. Please arrive at the allotted time and head to main reception.

Surname initial	Collection time
A - E	8.30 – 9.00am
F - J	9.00 – 9.30am
K - O	9.30 – 10.00am
P - S	10.00 – 10.30am
T - Z	10.30 – 11.00am
16+ L2 qualifications/ retakes	11.00 – 11.30am

Wherever possible we recommend that you collect your results in person and open your results on site. In the event that you are unable to collect your results, you have the following options:

- You can elect for someone to collect these on your behalf. This person will need to bring with them a signed letter from you giving them permission to collect your results. Please state their relationship to you. The elected person will also need to bring with them some form of ID.
- Your results could be posted to your home address. In advance of results day, you will need to arrange this with the school and provide a stamped addressed envelope. Please note we are not able to put these in the post until the actual result day so there will be a delay before you receive them.

If at the time, you or any of your family members experience COVID symptoms, we ask that you do not attend. Instead please call the main reception and alternative arrangements will be made.

### Appeals

We do hope you are pleased with your results, but if you feel that a mistake has been made you have the option to appeal. Ofqual has produced a [Student guide to awarding summer 2021](#) to help

explain the appeals process. The appeals process at The Castle Rock School follows the JCQ Guide to Appeals Summer 2021. Our Appeals 2021 policy can be located on the website.

In brief, there are two stages to this process:

### **Stage one – Centre review**

If you feel one or more of your grades is wrong, you should contact the school first to check if there was a mistake in determining or submitting the grade.

Students will be asked to complete a Stage One: Centre Review request form available on our website.

The exams officer and a senior member of staff will check if there was a mistake. The outcome of the review will be reported to the student. In the event that an error is identified, we can submit a revised grade to the exam board for them to consider.

The deadlines for a Centre Review are 16 August 2021 for a priority appeal, or by 3 September 2021 for non-priority appeals.

### **Stage two – Exam board review**

If we do not find a mistake but you still believe a grade is wrong, you can ask us to submit a formal appeal to the exam board for you. Please read the Ofqual guide for more details about this process.

**It is very important that you understand that, following an appeal to the exam board, your grade could go up, stay the same or go down. A request to withdraw an appeal can be made by a student only before a finding is made.**

The appeals approach for Vocational, Technical and other qualifications (VTQs) will align with the approach for GCSEs AS and A-levels.

The deadlines for an exam board review are 23 August for priority appeals and 17 September for non-priority appeals.

### **Autumn exam series**

Exam boards will be offering exams in A levels in November and GCSEs in December. Students obtaining a higher grade this way than in the summer can ask for a new qualification certificate. Again there are more details in the Ofqual guide above and we will be very happy to advise students about this route.

We look forward to seeing you on results day.

Mr D Baldwin

Head of The Castle Rock School