

Dear Parent/Carer,

Your child has received their GCSE or BTEC grades. This has been arrived at following JCQ guidance. We are writing to explain how they could process an appeal. Please note that appeals can go up, go down or stay the same and there are two parts to the appeals process.

Before an appeal is made parents and students must:

- Read the JCQ Approved Centre Policy and the evidence we have used to calculate TAGs which are both attached with this letter.

### **How have we made the Teacher Assessed Grades (TAGs)?**

This year due to the impact of Covid-19 students have received their GCSE grades via the TAGs process. To determine these grades, we have used: clear evidence, academic judgment, and rigorous processes to ensure they have been awarded fairly and consistently to all students. To mitigate any bias we have standardised, moderated and blind marked students' work. The examination boards have also conducted external checks on our processes. The evidence used to determine grades such as mini assessments have been safely stored in school.

### **How have we ensured no student is disadvantaged?**

All students who have Access Arrangements have received these in all assessments to ensure they are not disadvantaged. Internal checks have ensured students grades are applied equitably and that it is no easier or more difficult than previous years to achieve a grade. Data was transferred to the exam boards accurately and this has been double checked by staff.

### **How can I appeal?**

There are two stages to the appeals. **Please note that results could go up or down or stay the same** after appealing. Before appealing read the information from the JCQ for students and parents in full. The link is below:

<https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf>

### **Stage One Appeal**

If you wish to make a Stage One Appeal, then complete section A of the appeals form in full by Monday 6<sup>th</sup> September and email to [examofficer@swanlea.co.uk](mailto:examofficer@swanlea.co.uk). You must sign the form, or the appeal cannot be processed. If you cannot do this remotely you must come into school by Monday 6<sup>th</sup> September and sign it in person. We would recommend that you do this immediately. We will email you the outcome of the appeal. The link for the appeals form is below:

[https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ\\_Appeals-Guidance\\_Summer-2021\\_Appendix-B.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf)

## **Stage Two Appeal**

If this appeal is unsuccessful and if after reading the guidance in full you wish to make a Stage Two Appeal to the examination board, please complete all the relevant sections of the appeals form above and email to [examofficer@swanlea.co.uk](mailto:examofficer@swanlea.co.uk) by 8<sup>th</sup> September 2021.

If any parent/carer has any questions, please contact me at the school.

Yours faithfully,

Mr Gardner

Deputy Head