



ST MARGARET WARD CATHOLIC ACADEMY



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Principal: Mr. D. McKenna B.Soc.Sc. MA. PGCE. NPQH.

Dear Parent/Carer

Exam Results Collection

The A Level (and other Level 3) exam results will be available for students to collect on Tuesday 10th August 2021 from 8.30am-11.30am in the main school hall. Candidates can discuss their next steps with our careers adviser and Trinity sixth form staff. Candidates are allowed to bring one adult with them if they wish.

Please note that if national or local covid restrictions are in place then timed slots may be required, if so we will be in touch beforehand to advise the details.

Whilst it is anticipated that every year 13 student will attend the school to collect their results on this day, we also appreciate that there may be circumstances which prohibit this. If you and/or your child will not be able to attend the school on results day then they will need to complete and return the form on the [Exam Information](#) page of the school website.

Grade Calculation

Grades have been calculated differently this year due to the Coronavirus pandemic.

Teachers and Heads of Department have used a range of evidence from across the course of study to make their decisions. In most subjects, the evidence has been taken from the extended assessment period of March, April and May this year in order to gain the best and most reflective grade for a student. These assessments were developed by teachers and/or were using assessment materials provided by the exam boards. Such assessments reflected the specification, format and marking of exam boards. Some subjects will have used non-exam assessment (often referred to as coursework or internal assessments) even if it has not been fully completed such as Art.

No single piece of evidence will necessarily be more important than another, as teachers will have assessed students based on a range of evidence that can give an overall picture of performance.

The range of evidence that was used to inform grades were consistent across the class or cohort for each qualification. However, a different range of evidence may have been more appropriate to fairly inform a grade, if, for example, a student has missed significantly more teaching than others in the cohort.

Students would have been advised by their subject teacher which pieces of work were being used as evidence to inform their overall grades.

Teachers and Heads of Department initially determined grades, which were then reviewed and quality assured by a panel of senior staff and in line with [SMWCA's Centre Policy](#) which was approved by the exam boards. Exam Boards then undertook external random evidence sampling.

Grades were decided objectively – so, if a student was performing consistently at a grade B standard in a subject at A Level, the student would be awarded a grade B. It is important to note that much like with exams in normal years, the grades issued by schools will not take account of a student's potential.

Grade queries and Appeals

Once students have collected their results any queries about their grades must be directed to Mrs Skinner who will be available in person on results day.

You can request the sources of evidence used to determine your grade along with any grades/marks associated with them, details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness.

If you believe an error has been made in determining your grade, you will have a right to appeal. There are two stages to the appeals process:

Stage 1: Centre Review

If you don't think you have been issued with the correct grade, you can appeal to your school, who will review whether they:

- made an administrative error, e.g. they submitted an incorrect grade; they used an incorrect assessment mark when determining your grade.
- did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

The student will need to complete an [online Centre Review request form](#) It's important to remember that a grade can go down, up or stay the same through either stage of the process. If you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also tell your school so they can ask the exam board to prioritise your appeal.

Priority deadline for submission of form to school – 23 August 2021 (if University place is pending)

Non-priority deadline for submission of form to school - 3 September 2021

Stage 2: Appeal to the exam board

If you still don't think you have the correct grade after the centre review is complete, you can ask your school or college to appeal to the exam board, who will review whether:

- the school or college made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence.
- the school or college did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.
- the exam board made an administrative error, e.g. they changed your grade during the processing of grades.

The student will need to complete an online form which will be provided directly if required, following stage 1.

Certificate Collection

Formal certificates are received by the school some months later. Students can normally collect certificates in person from the end of November (please check the school website for confirmation or phone school) during office hours but please give advance notice so that we can have the certificates available when you arrive. Please note that exam boards advise that uncollected certificates should be destroyed after 1 year. They do not provide full replacement certificates but can provide certified statements of results which are chargeable. Therefore please ensure you make arrangements for the collection of the original certificates.

If you have any further queries at this point please contact the relevant staff member below:

Mrs Skinner (Exams Officer) – sskinner@smwca.org.uk

Mrs Rhodes (Trinity Sixth Form) - prhodes@smwca.org.uk

If students have borrowed text books, please return these promptly.

Finally, may we take this opportunity to wish you all the best of luck and we look forward to celebrating your achievements with you on results day.

Yours faithfully

Mrs Skinner

Mrs Skinner
Exams Officer