

Royal Wootton Bassett Academy

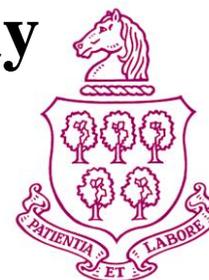


Lime Kiln Royal Wootton Bassett Wiltshire SN4 7HG

Headteacher Mrs A Ellis BA(Hons)

Proud to be part of the
Royal Wootton Bassett
Academy Trust

Telephone: 01793 841900 Email: admin@rwba.org.uk www.rwba.org.uk



Dear Parents / Carers

Teacher Assessed Grades Appeals Process – Year 11 and Results Day – Summer 2021

As you know, due to the continued uncertainty caused by Covid-19 since March 2020, all KS4 and KS5 terminal examinations have been replaced with Teacher Assessed Grades where grade recommendations are made based on a suite of evidence. On 31st March 2021, Mrs Bell (Deputy Headteacher for Curriculum, Assessments and Standards), Mr D Storey (Head of Year 11) and I delivered an online session informing you of the processes to come. [This link will take you](#) to the presentation and will highlight the process and timeline.

The process this year has been very different from last year and a significant amount of time, work and effort has gone into ensuring that our processes are robust, reliable and fair to all students. We all have had to absorb and facilitate new mechanisms and we hope that this letter will clarify the final aspect of this process; appealing against the awarded TAG.

Our process

The school formulated an approach following the guidance produced by OfQual and JCQ who have also produced a 'Student guide to awarding summer 2021'. [Please find the link here](#).

The following were key elements of this guidance:

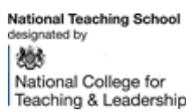
- ⇒ Each Centre (the school) would set out their process in a Centre Policy and ours has been verified and agreed by OfQual and JCQ. [Please find the link to the Centre Policy here](#).
- ⇒ Within the Centre Policy, the processes indicating how TAGs would be recommended, the evidence used, the moderation processes and the staff involved are made clear.
- ⇒ Within the Centre Policy, Internal and External quality assurance processes are made clear and to date, we have carried out and completed both sets of quality assurance.
- ⇒ An Appeals process would be made clear.

The Appeals process for Year 11

[Please find the link to the Year 11 Appeals process here](#). If you think your awarded grade is wrong, please ask the Centre (the school) for a review. We have created a dedicated section on the school website where you will find all of the guidance and documentation including the Stage 1 Appeals Form. This will need to be completed and a physical copy with a pen signature will need to be delivered to school.

For Year 11, there is an Appeal Deadline of Friday 3rd September 2021 at midday. We cannot accept any Stage 1 Forms beyond this point.

At this point, the Appeal will focus either on an administrative error (for example made when inputting the recommended grade), or a process issue (for example the miscalculation of evidences leading to an incorrect recommended grade). The outcome will be emailed to the student in a timely manner.



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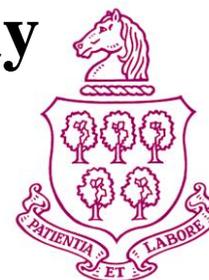


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If you maintain that the grade is still wrong, you can complete the Stage 2 Appeals Form to the Exam Board. Please be aware that the Stage 2 Priority Deadline is Thursday 16th September 2021 at midday. The Exam Boards will send the outcome to the school and we will send it on to you (the student). However, they have not yet published a deadline to work to and so, at this point we are unaware of how long this process will take.

Once you have received this outcome, the final route of appeal is OfQual's Exam Procedure Review Service.

Important things to remember

- ⇒ We have identified a list of types of evidence upon which your Teachers based their recommendations before they submitted your grades to the Exam Board.
- ⇒ As part of the moderation and Quality Assurance processes, we carried out multiple checks on your grades.
- ⇒ The Exam Boards have checked our Centre Policy and approaches and have requested a sample of students' evidence across the system.
- ⇒ An Appeal questions whether the original decision was a reasonable one, and not whether other reasonable decisions could have been made.
- ⇒ A grade will only be changed if there was an error when determining or submitting the grade, or if the grade given could not have reasonably been reached based on the evidence presented.
- ⇒ We will submit an Appeal on your behalf if you ask for one.
- ⇒ When you submit your Appeal, you will need to fully explain why you think your result was incorrect and should be changed.
- ⇒ If you appeal, your grade can go up, down or stay the same.
- ⇒ If you have evidence of malpractice or maladministration, you can contact your Exam Board directly.
- ⇒ All communication will be via a non-school email address identified on the Appeals Forms. This must be a students' email address.



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Exam Results Day arrangements

Thursday 12th August 2021

Students should arrive promptly at the Fire Doors into the school Library.

The schedule for both Results Day are shown below:

Tutor group	Time
All Bassett	8.30am
All Berwick	8.45am
All Compton	9.00am
All Winterbourne	9.15am
All Wootton	9.30am

Unfortunately, we will be unable to accommodate more than one relative or friend on site this year unless they are collecting on behalf of a student (see details below for the requirements for this). Staff will direct students in to pick up their results.

If students wish any other person (including family members) to collect results on their behalf, they must email their authorisation to school [naming the appointed person](mailto:Exams@rwba.org.uk), before Results Day; **students must use their school email address to make this request**. The email address to use is Exams@rwba.org.uk Whoever is collecting results on the student's behalf **must** have photographic proof of identification, together with a copy of the email on them, otherwise we cannot release the results.

Examination results will be posted home for those students who have provided a Stamped Addressed Envelope. No results will be given out by telephone under any circumstances.

Should there be a need to change these arrangements in any way we will inform you by email and post all information on our website.

Discussions regarding results with staff will not be possible – a booking system for appointments with Mr Storey or another member of the Leadership Team, and for Sixth Form applicants; Mrs K Salmon or Mrs S Vaughan to discuss results and next steps will be open from 8.30am. This can be face to face or over the phone. Alternatively, you can email Exams@rwba.org.uk if you have any queries regarding this process.

I would like to wish you all Good Luck and the very best wishes for your future pathways.

Mrs A Ellis
Headteacher

