



Blessed George Napier School Summer 2021 Examination Series

This booklet is for Summer 2021 Exam candidates and contains information about:

- How grades have been awarded
- Results days
- The Appeals process at BGN

Documentation you may find useful which can be found on the front page of the school website in the Results Day 2021 red box:

Evidence booklets (A' Level and GCSE)
BGN Centre Policy – JCQ Approved
Stage One Appeal Form
Stage Two Appeal Form
Appeals flow-chart.

The Grading Process

How have my grades been determined at Blessed George Napier School?

You will have already received this information earlier in the year in the form of the evidence booklets for A level & GCSE. These are also available on the school website. This is a reminder of what we did to arrive at your grades this year.

In January 2021, the government announced that students would not take formal GCSE, AS and A level examinations this summer and would instead be awarded grades determined by their teachers' judgements, based on a range of evidence.

Ofqual is the body that award public examinations in the UK and they asked schools to submit a 'Teacher Assessed Grade' that *'must reflect a fair, reasonable and carefully considered judgement of the student's performance across a range of evidence, on the curriculum content that they have been taught'*.

All teachers and leaders at Blessed George Napier School were fully aware of the enormous responsibility that was placed upon us this summer because of the Covid-19 pandemic. We believe that each student in our care is precious, and we want them to achieve their full potential so that they can pursue their true vocation in life.

At Blessed George Napier School, we established a standardised, transparent, system which was universally followed by all departments. It was designed to be as fair and objective as possible. Our Examination Policy was submitted for scrutiny by the awarding body and was passed as fit for purpose.

There were checks at each stage of the process. At no point was any teacher in a situation where they were expected to make professional judgements in isolation. All judgements were made by department teams. A process of internal and external moderation also happened to check marks. Where there was only one teacher delivering a course in school, grading judgements were carefully monitored by a Senior Leader.

Following the submission of grades on Friday 18th June, examination boards have randomly sampled the evidence used by the school to check that the *'academic judgement has been reasonable when deciding grades'*. This review of evidence will run through to the 16th July.

We asked any students who felt we needed to be aware of any extenuating circumstances that have that may have affected their performance. This was addressed through the flexibility of the range of evidence used to assign student grades.

For students who were entitled to Access Arrangements, these were either provided, if they were not, this was taken into consideration.

Throughout the whole grading process, a holistic approach was taken when considering student performance.

We are confident that the process we followed at BGN is robust. Our systems and processes are consistent with the advice given from awarding bodies, OFQUAL, JCQ and ASCL.

All Heads of Department received training based on this model.

How did we ensure that the grading process was unbiased?

The most recent assessments were carried out by using candidate numbers only, therefore reducing any risk of unconscious bias. There were checks throughout the process and any discussion was

managed by leaders in an open and transparent way so that the chance of an unfair or biased judgement was avoided. Every student, in every class within a subject was treated in the same way. Grades were based on the same data, discussed by all teachers of that cohort meaning that no teacher made professional judgements in isolation. Moderation of assessments took place both internally and externally.

Results Days

What will happen on results days?

<p>A level/L3 qualifications Tuesday 10th August 2021 at 8.30am GCSE/L2 Qualifications Thursday 12th August 2021 at 9.00am</p>
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At the time of writing this document, it is still unclear as to the exact guidance schools will be working under in August. Our prime concern is to keep staff, students and parents safe. Therefore, as we did last year, we are going to send examination results to the student's individual **school email accounts**.

It is not possible to send results to any other email address due to restrictions regarding the sharing of student data under GDPR legislation. It is therefore important that all students can access their school email accounts. Please contact school before the summer holidays if you need support with this.

Due to the nature of the examination season this year, students will receive an overall grade for each of their subjects, with no further breakdown. The only exception will be where there is a separate endorsement grade (Pass, Merit or Distinction). These are in GCSE English Language, GCSE MFL speaking assessments and A level Science practicals.

Year 13 Students

If you are an A Level student who needs support with your university application, please contact school on the 10th August on 01295 264 216 before 12.00pm.

If your enquiry is about appealing your grade, please see below for this process.

Year 11 Students

If you have applied to BGN Sixth Form, you will receive information through the post regarding your place and subject choices. If you have not met the entry criteria for certain courses, help will be available via sixthform2021@bgn.oxon.sch.uk or by contacting the school on 01295 264216 on **Friday 13th August between 9.00am – 11.00am**

If you wish to appeal your grade, please see below for this process.

We very much hope that you will receive the grades that you are expecting and that they enable you to move on to your chosen pathway. However, we know as teachers that it is sometimes the case that some students are pleasantly surprised on results day and some students may be disappointed.

The Appeals Process

Please note that the only appeals that will be dealt with on results days will be priority appeals, please see below for further information.

Please be aware in order to appeal a grade you must provide **written consent** using the appropriate form. **Your grade could go down, up or remain the same** at any stage in the centre review and/or appeals process.

Can I appeal if I think my grade is wrong?

The JCQ states that: -

*'the appeals process for summer 2021 allows students to appeal their grade where they believe there has been an error. They **must** first ask their Centre to review whether an administrative or procedural error has been made.*

Any appeals must be **made by the student concerned and sent from your BGN school email address**; appeal applications submitted by anyone else cannot be processed. If you wish to appeal for a Centre Review, please complete the Stage One form available from the school website.

Stage 1 - Centre Review

If you believe you have been issued with an incorrect grade, you can submit a request to school to check if an administrative or procedural error has occurred.

If an error is found, we will submit a request to the awarding body to correct the error and amend the grade.

Please note your grade could go up, down or remain the same.

If following the Stage One review the school does not believe that an error has been made but you still believe that there is an error, you may ask that we submit an appeal to the awarding organisation on your behalf. **Please use the Stage Two Form – Appeal to Awarding Organisation.**

Stage 2 – Appeal to the Exam Board. This can only be actioned after Stage One.

In the first instance, we will only be carrying out Stage 2 appeals for Priority Students (please see below).

You should **consider carefully if appealing is the right course of action for you**. An appeal will only be successful if:

- *The Centre did not follow its procedures properly or consistently in arriving at the result.*
- *The awarding organisation made an administrative error in relation to the result.*
- *The Centre made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of that grade from the evidence.*

The exam boards will not be able to consider appeals that are based solely on differences of opinion.

Once the review is complete, the exam board will decide a final grade for you. **If the final grade is higher, it will go up but if the final grade is lower than the original teacher assessed grade, it will go down.**

Following the review once the final grade has been decided by the exam board, it will be final.

Who are Priority Students?

Priority appeal system is only available to students for whom the following applies; Priority students are '*students applying to higher education who did not attain their firm choice, i.e. the offer they accepted as their first choice, and wish to appeal an A level or other Level 3 qualification result*' JCQ.

You must include your UCAS number on the Stage Two form. This is required to confirm that your university place is dependent upon the outcome of your appeal. You MUST also inform the university for which you have a first choice, firm offer to let them know you are appealing a grade.

Deadlines for submission of forms for Priority Student Appeals

Priority Stage One appeals must be received in school by **4pm Wednesday 11th August 2021.**

Priority Stage Two appeals must be received in school by **12.00pm Friday 13th August 2021.**

Deadlines for submission of forms for Non-Priority Student Appeals

Stage One appeals must be received by **9.00am on Friday 10th September.**

Stage Two appeals must be received by **9.00am on Friday 17th September.**

To appeal, the appropriate form must be sent from your **school email account** to:

examappeals@bgn.oxon.sch.uk **Any appeals sent to any other email address cannot be processed.**

We will acknowledge receipt of your appeal and will then inform you as soon as we have a decision.

Can I take the exams I should have sat this summer?

Ofqual have stated that it is their intention to offer a full suite of both GCSE and A-level examinations in the Autumn term.

If an A' Level student has received an offer of the place they want at university, or other courses or an apprenticeship, we would advise that they accept this and move to the next phase of their education or training.

The same will be true for GCSE students who are offered a suitable place at sixth form, college, apprenticeship, or training. There may only be a small number of cases where students will need to sit an exam and we are happy to advise students about this. Of course, the final decision will be for the students themselves to make.

The deadline for GCE Autumn entries is soon after our return to school therefore if you do wish to re-sit any A level in the autumn series, you must contact the exams officer via

kkha0474@bgn.oxon.sch.uk by the **6th September 2021 at the very latest**