



July 2021

Dear Student,

Re: Exam results day - Tuesday 10th August

The aim of this letter is to give more of the detail about how the results day will run, detailing the changes based on the awarding of grades this year following the cancellation of exams. The letter also provides you with access to support materials that have been provided by Ofqual and JCQ (the organisations with oversight of the exam results process in England).

School will be open from 8.30am - 12:30pm on the 10th August for you to come and collect your results from the Sixth Form building (N block). Any results not collected will be posted to the home address that we have on record for you. You will be able to see if you have been offered a place at your university on UCAS track, this will update at around 8am but it will not show you your grades, you will still need to collect them in person. There will be plenty of staff on hand through the morning to assist you with any queries you may have about your offers or any questions you may have about UCAS.

In order to ensure we protect everyone's health, safety and well-being a number of measures have been put in place:

- It is vital that if any student, or anyone in their household, shows symptoms of COVID-19 they **MUST NOT** attend school and should stay at home in accordance with [government guidelines](#).
- Results will be collected from the Sixth Form block, upon arrival students will be directed to set locations to collect their results. Entrance to the rooms used will be through the external doors and there will be a one way system in place for students to arrive and leave.
- For students that require meetings with our Sixth Form team regarding support with UCAS applications/Clearing/UCAS Adjust we will ensure all surfaces are cleaned between appointments.
- If waiting is necessary students will be asked to wait outside, weather permitting, ensuring that they remain 2 metres apart. If it is raining then the break out spaces will be used as a waiting area.
- Unfortunately, parents, carers and other family members will not be able to accompany students to pick up results.
- Anti-bacterial gel and wipes will be available upon entry and exit to A Block and in all of the spaces used. We encourage the wearing of face masks but they are not compulsory.

Whilst we hope to be celebrating with our students, it is possible there may be some queries about results and grades. This [information from JCQ](#) outlines the main two-step process for appeals:

Stage 1 - Centre Review: You can ask the centre to check whether it made a procedural error, an administrative error, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation. You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

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Stage 2 - Appeal to awarding organisation: You can ask the awarding organisation to check whether the centre made a procedural error - or whether the awarding organisation itself made an administrative error. You can also ask the awarding organisation to check whether the academic judgement of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

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 or college so they can ask the exam board to prioritise your appeal. The timelines for priority and non-priority appeals will be as follows:

10 August to 7 September: priority appeals window

- 10 August to 16 August: student requests centre review
- 10 August to 20 August: centre conducts centre review
- 11 August to 23 August: centre submits appeal to exam board

10 August to end October: majority of non-priority appeals take place

- 10 August to 3 September: student requests centre review
- 10 August to 10 September: centre conducts centre review
- 11 August to 17 September: centre submits appeal to exam board

If you wish to lodge an appeal, please download and complete [this form](#) (completing Section A) and email to alan.brown@biddenham.beds.sch.uk by the dates listed above. Alternatively you can complete the printed version attached to this letter and return to reception. Following the publication of results, if you have any questions please do not hesitate to contact me in the first instance. Please note that individual subject teachers will not be able to address your queries.

We are asking all students to return their chromebook, chargers and bags on results day to allow us to refurbish them ready for new students in September. We also ask that you bring in any text books you may have from your courses so that we can pass these back to the relevant departments. On the day we will also be collecting any unwanted items of old school uniform that could be reused for future students, please bring in as much as you can as it could be of immense help to many of our families.

More than ever this year, we are looking forward to celebrating with you all on results day, as well as supporting you in your next steps.

Kind regards,



Mr A Brown
Assistant Headteacher – Key Stage 5