



Calday Grange
Grammar School

**RESULTS & SIXTH
FORM
REGISTRATION
PROCESSES
2021
(EXCEPTIONAL CIRCUMSTANCES:
COVID-19)**

Date:
Member of staff responsible:
Approved by:
Version:

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Foreword

This document has been prepared to collate the information from Ofqual, JCQ and Awarding Bodies to help students and parents navigate through the exceptional circumstances surrounding the summer 2021 examinations. If there are any updates or new information released, we will update this document as and when we receive it.

With the view to conduct results days and sixth form registration remotely this year for the safety of staff, students and parents, there are a number of online forms for the various processes involved. Please read this document carefully to ensure that you have the correct form for what you need. All forms and contact details are summarised in the [contact us](#) section.

Arrangements for Results Days

In order to maintain social distancing, the school will be releasing examination results online via **EduLink** at 8.30am on results days, therefore students/parents must ensure **in advance** that they have the correct log in information and will have access on the day.

Any queries about results or email communications about results must also be done via the student's **school email address**, so please also ensure that you have your email address and password available for this. Please note that all results day processes will be done remotely and using online forms which will be monitored throughout the day.

Any logging in or technical issues are to be directed to ithelpdesk@calday.co.uk.

Unfortunately, as the situation currently stands, you will not be able to attend school to celebrate results with your friends and teachers as would normally happen, however this decision has been made with student and staff safety in mind. We hope that this does not detract from the hard work that you have put into your studies and that you are still able to enjoy the day.

This information document refers to results and there is also a section which outlines the process for [Sixth Form Registration](#) following GCSE results which will also be managed remotely this year.

Contacting the school on results days

Senior Leadership Team and some teaching and pastoral staff will be available remotely to discuss results with and to offer support where required, to access this support, you will need to submit an online form to request a call back / video call from the relevant staff. Please note that not all staff will be available, however we will get your query to the most appropriate person.

Please do not email staff directly, you must use the following contact form to request a call back to discuss your results with the school:

Results Day contact form <https://forms.gle/yLzE9kHaQZ9DUw4V6>

Responses to this form will be monitored from 8.30am until 2pm on both A Level and GCSE Results days (10th and 12th August)

After these times, the contact form will be monitored periodically during Monday to Friday, and in most cases we would expect to be able to call you back on the same day for urgent queries.

How to access results on Edulink

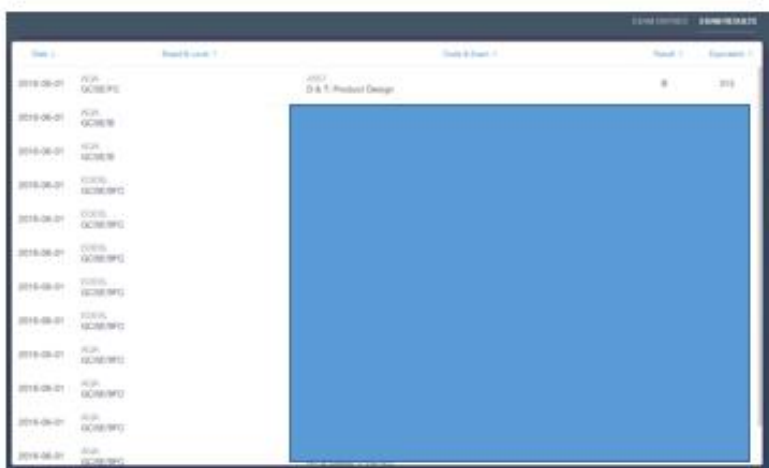
To access your final results as confirmed by the exam board, log into Edulink and go to the Examinations tab, this will show your examination **entries** for Summer 2021 in the first instance, in the top right hand corner of this box, you will need to **change from entries to results** to see your June 2021 results. Example below:



Log in to Edulink,
click on the 'Exams' tab



You will see the exam entries
for Summer 2020 listed first,
change from entries to
results



You will now see your
GCSE/A Level exam results
for June 2020

How grades were determined

Grades this summer were based on Teacher Assessed Grades (TAGs). TAGs were submitted to the exam boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance. These grades were then approved by the relevant exam board, following external quality assurance checks.

In some cases, the TAGs we submitted may have been reviewed by the exam board, who may have asked us to submit an alternative grade. However, any changes to the grades we submitted were done by professional teachers or reviewers; this year no grades have been changed as a result of an algorithm.

Please see the [Student Assessment Handbook 2021](#) which was issued in April 2021 to students, detailing the full process for awarding grades for this summer.

The [JCQ Guidance for Students and Parents for Summer 2021](#) is also useful to provide more detailed information about the process, along with [Ofqual's Student guide to awarding: Summer 2021](#).

The school has continued to keep the webpages up to date with information for you, including the School Assessment Timelines, which also contained details of the assessment evidence used in the grading process. <https://www.calday.co.uk/examtimetables>

A copy of school policies relating to assessments, including the Centre Policy for Summer 2021, is also available on the school website:

<https://www.calday.co.uk/page/?title=Examination+Policies&pid=255>

What do I do if I'm not happy with my / my child's grade?

All students have the opportunity to appeal their grade if they meet the eligibility criteria (see below). It is important to note that an appeal may result in a grade being lowered, staying the same, or going up. So if a student puts in an appeal and their grade is lowered, they will receive the lower mark.

There is also the option to resit GCSEs, A levels and some AS levels in the autumn, which may be preferable to some students. The design, content and assessment of these papers will be the same as in a normal year.

Appeals process

If you wish to discuss your results with a member of senior leadership, please submit a results day contact form as outlined [above](#).

The appeals process for summer 2021 allows students to appeal their grade where they believe there has been an error, all students have the opportunity to submit an appeal, and there are no fees involved in the process, however students must read the information carefully to consider if appealing is the right course of action for them.

The appeals process is in two stages, and [stage one](#) must be completed before [stage two](#) can be submitted. Details of these stages are below.

Things to consider when applying for a review or appeal:

- You should **consider carefully if appealing is the right course of action for you**. An appeal will only be successful if either an error is found, or the grade awarded / the selection of evidence are found to be an **unreasonable** exercise of academic judgement, i.e. there was no basis upon which the grade could properly have been given.
- The exam boards will not be able to consider appeals that are based solely on differences of opinion. If you want to improve your grade you might want to consider entering for the autumn exam series (see instructions for applying for [Autumn exams](#) below).
- There is no grade protection for appeals or reviews. Your **grade could go down**, it could stay the same, or it could be highered. If an error is found, or an appeal upheld, it may not necessarily result in a grade change. This will be dependent upon the type of error and if a grade change is appropriate.
- An appeal is not a remark of any work. The exam board **will not review the marking of any individual assessments**. As teachers have done, the exam board will take a holistic approach to their decision making.
- For any appeal on the grounds of unreasonable academic judgement, the exam board will consider whether the grade issued was **reasonable** on it's own terms, not if any alternative proposition for the grade or sources of evidence would be a more appropriate exercise of academic judgement.
- If appealing on more than one basis, the appeal may take longer. This is something to consider if you require a priority appeal.
- Priority appeals are for A Level students starting university in the Autumn who have missed out on the conditions of their firm offer, they are not for students who decided not to confirm a firm offer and go through clearing instead, and they are also not available for GCSE students.

*The school have spent significant time and effort to ensure that grades have been checked and re-checked, procedures followed and internal and external quality assurance reviews completed in order to provide the fairest possible grade based on the evidence available. **As such, we feel that appeals based on any procedural or administrative error are unlikely to be successful.***

Any appeal on the basis of academic judgement will only consider if it was unreasonable, it will not consider differences of opinion. 'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade. This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence.

*It also means that the independent reviewers will **not** remark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade. **Therefore we do not expect that there will be very many successful appeals on the basis of academic judgement.***

Stage 1 Centre Review

The student must first ask the school to review whether an administrative or procedural error has been made. Such as putting the wrong information into a spreadsheet, or not properly following our own process as approved by the exam board (the Centre Policy).

If the school identifies an error made by the school with the grade submitted to the awarding organisation, the school must submit a revised grade with a rationale for the grade change to the awarding organisation. If the awarding organisation is satisfied with the rationale presented by the school and it considers it is appropriate to correct the result, it will issue a revised grade.

To submit a Stage One centre review, complete the following online form:

[Stage One - Centre review application form](#)

Deadlines

Monday 16th August, 12 noon for priority review (university dependent)

Friday 3rd September, 4pm, for non-priority review

The school will be working to complete a priority review by Friday 20th August, and non-priority reviews by Friday 10th September.

Stage 2 Awarding Organisation Appeal

Only available after a Stage One review has been completed by the school. Where the school does not believe that an error has been made but a student believes that an error persists, a student may ask the school to submit an appeal to the awarding organisation on their behalf.

The student's appeal should state the grounds for appeal, what you believe went wrong, and how you think it impacted your grade, the grounds accepted are:

1. An administrative error by the awarding organisation
- 2a. Procedural error by the school (failure to follow the [Centre Policy](#) properly and consistently)
- 2b. Procedural issue by the school (access arrangements / reasonable adjustments / mitigating circumstances)
- 3a. Unreasonable exercise of academic judgement in the selection of evidence
- 3b. Unreasonable exercise of academic judgement in the determination of the teacher assessed grade

To submit a Stage Two appeal to the awarding organisation, complete the following online form:

[Stage Two - Awarding organisation appeal application form](#)

Deadlines

Friday 20th August, 12 noon for priority appeal (university dependent)

Wednesday 15th September, 4pm, for non-priority appeal

Awarding organisations will be working to complete an appeal within 42 calendar days, however this may not always be possible for them to meet this target, depending on the nature of the appeal.

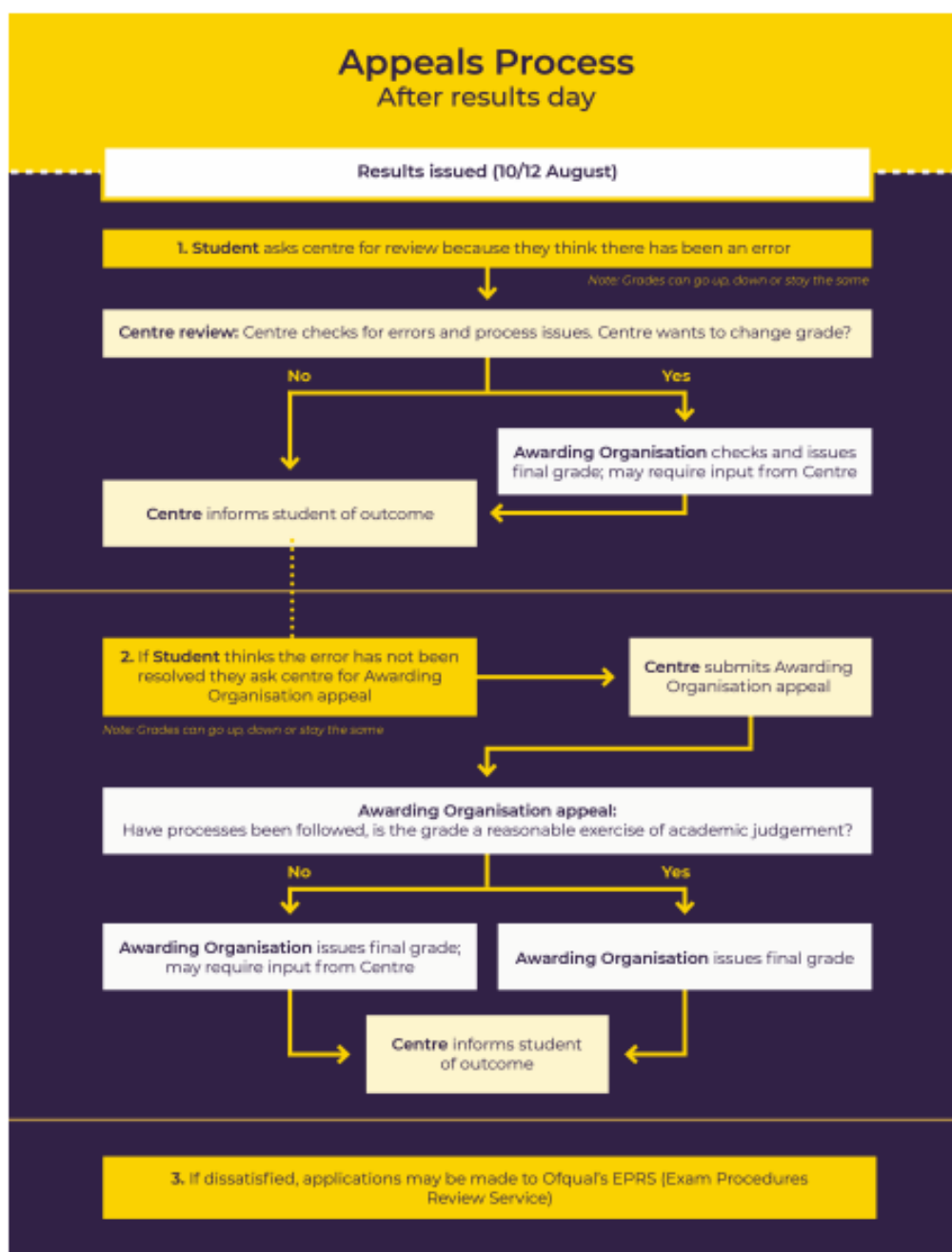
Review and Appeal applications

Paper copies or emailed attachments of the forms will not be accepted unless there are exceptional circumstances, as this significantly reduces the ability of the school to respond in a timely manner

Online forms must be submitted using the **student's school email address** in order to verify the student's identity. Reviews and appeals cannot be submitted on behalf of the student, they must only be submitted by the student themselves.

Outcomes and any communication about appeals will only be sent to the student's school email address.

A copy of the appeals process flowchart from the JCQ is below:



Further information about Appeals 2021

Further information about the appeals process can be found below, and are useful to read if you are considering submitting a review or an appeal.

JCQ Summer 2021 Arrangements webpages:

- [A guide to appeals process Summer 2021 series](#)
- [Important information to for student \(appeals\)](#)
- [JCQ Guidance for Students and Parents](#) (page 6 for appeals)

DfE blog about exam appeals

What to do if you don't get into your first choice of university

First, don't panic. Submit a [contact form](#) to request an urgent call back about your options. You may wish to go through clearing, or sit the autumn exams or summer exams next year to try to improve your grade.

If you are going to appeal your grade, you must let your university know you are appealing. They will then let you know whether they will hold a place for you pending the outcome of an appeal (note that universities are not obliged to hold a place for you; this is at their discretion).

Certificates for Summer 2021

When received from the awarding body (normally in December) certificates will be issued to candidates during school, or for students no longer at Calday, students will be given a time to come to school to collect. Any uncollected certificates will then be posted home via first class mail (if you wish for recorded delivery to be used, please provide pre-paid label).

Autumn 2021 examination arrangements

Ofqual confirmed that any student unable to receive a calculated result, and others who would like to improve their grades, will have an opportunity to take the full suite of GCSE, AS and A-level exams in the autumn. Entries will be limited to students who had entered for the summer series and to students who the awarding body believes had intended to enter.

Entry fees are not applicable for the Autumn examinations, however may be charged if you enter and fail to attend without a valid reason, see instructions for applying on the next page.

We are able to accept GCSE entries from Year 12 students who have joined us from another centre, please submit the application as outlined on the next page.

Please note the following:

- You do not need to sit all exams, you can choose which exams you wish to sit.
- If you choose to take an exam in the Autumn series, both grades will stand and you can use the higher grade.
- The format of the papers will be the same, however there will be no non-examination assessments or coursework (except for Art). Results from any previous non-examination assessments or coursework will also not be carried over.
- Unfortunately Cambridge Pre U has decided not to offer autumn exams in 2021.

JCQ have now confirmed that the dates for these exams will be:

- **AS and A-level exams:** Monday 4th October to Friday 22nd October 2021
Results to candidates: Thursday 16th December 2021
- **GCSE exams:** Monday 1st November to Friday 3rd December 2021
Results to candidates (English Language & Maths only): Wednesday 12th January 2022
Results to candidates (all other GCSE subjects): Thursday 24th February 2022

For exact dates, please check the October and November 2021 Timetables which will be available on the exam board websites:

Edexcel: <https://qualifications.pearson.com/en/support/support-topics/exams/exam-timetables.html>

OCR: <https://www.ocr.org.uk/administration/general-qualifications/preparation/key-dates-and-timetables/>

AQA: <https://www.aqa.org.uk/exams-administration/dates-and-timetables>

WJEC: https://www.wjec.co.uk/home/administration/key-dates-and-timetables/#tab_0

CIE: <https://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/phase-1-preparation/timetabling-exams/exam-timetables/>

[Applying for October \(A Level\) and November \(GCSE\) 2021 Examinations](#)

To apply, you will need to complete the following online form stating your details and which examination you wish to take. This must be done before the deadlines below, to allow the school to process your application and submit your entry to the awarding body on time. Once you have been entered, you will be provided with a statement of entry and an examination timetable. You must check these carefully for errors.

Entry fees are expected to be applicable and must be paid via ParentPay (instructions for doing so will be on the application form below). The fees for each entry will be listed on this form when they become available from the exam board. An entry will not be made without both the completed form, and payment received before the school's entry deadlines.

We hope to be able to refund or partially refund students for their entry fees for Autumn 2021 depending upon funding and any reimbursement from the entry fees paid to the awarding bodies for the summer. We will keep you up to date with this as and when we know more.

There may be funding available for free school meals students, please email examsinbox@calday.co.uk for more information if this applies to you.

[Application form for Autumn 2021 Exam Entry](#)

The school's entry deadlines for your diary will be:

- **A-level** – Monday 6th September
- **GCSE** – Thursday 30th September

All examinations in this series are subject to the rules and regulations of the JCQ and awarding body, please ensure that you have read the Public Examinations Handbook Autumn 2021 which will be available on the school webpages before the end of September

<https://www.calday.co.uk/page/?title=Examination+Policies&pid=255>

Sixth Form Registration

This takes place on the same day as GCSE results – Thursday 12th August. Once you have received your results you will need to complete an online form to register for sixth form, please do this straight away on the day.

[Sixth Form Registration Online Form](#)

The form will be used to:

1. Confirm your place – no changes to subjects from your initial expression of interest/options
2. Confirm your place – wish to change subjects due to changing your mind
3. Confirm your place – did not meet the subject specific entry criteria for your chosen subjects
4. Arrange an appointment with Senior Leadership Team – if you have not met the minimum entry criteria for sixth form, we will then contact you to discuss your options, and the appeals process should you wish to submit an appeal
5. Withdraw your application

You must ensure that you are available via telephone or googlemeet throughout results day, if we are unable to contact you when needed, this may delay your registration for the sixth form.

After you have submitted your online registration, you will receive an email at the end of the day, or the following day, to confirm that you have been registered and the arrangements for the start of term.

Entry Requirements & Subject Choices

Entry requirements for sixth form, and for your chosen subjects can be found in the sixth form prospectus: <https://www.calday.co.uk/prospectus>

The minimum requirements for entry for all students to the Sixth Form at Calday Grange Grammar School is five 'good' GCSE passes (or equivalent) at grades 5 - 9 including English Language and Mathematics and need the published entry requirements in the three subjects chosen for A Level. Please see the individual subject entry guidelines for clarification.

Please note that unfortunately due to low interest French A Level will not be running in September 2021 for Year 12. If you have selected this option and have not yet responded with an alternative choice, please email options@calday.co.uk with your alternative subject.

If subjects become oversubscribed, the school will apply oversubscription criteria using GCSE results. You will be contacted if this is the case and we are unable to offer you a place on the subject that you have chosen.

External Applicants

To register for Sixth Form, external applicants will also need to complete the same [Sixth Form Registration Online form](#), however will also need to upload a copy of your results, plus identification, such as a passport.

Further information about Sixth Form admission and the Admissions Policy can be found on our webpages: <https://www.calday.co.uk/admissions>

Appeal for entry to Sixth Form

If you have not met the entry criteria for entry to sixth form, information about the appeals process will be available on the school website: <https://www.calday.co.uk/sixthformappeal>

To request a call back from Senior Leadership to discuss any appeal, please complete the [Sixth Form Registration Online Form](#) and select the 'Arrange appointment with senior leadership' option.

Return to School Dates for Sixth Form

New Year 12 students joining us from other schools will attend on the morning of Thursday 2nd September and then all other Year 12 students (our current Year 11 students) will join them back in school on Friday 3rd September. The rest of the school will return on Monday 6th September.

<https://www.calday.co.uk/termdates>

Contact Us

We hope that this document has been able to provide you with all of the information that you will need for results day, however if you have any further queries, and to summarise the online forms that you may need, please find the contact details below:

For IT or technical queries: ithelpdesk@calday.co.uk

For Results Day specific queries: examsinbox@calday.co.uk

Results Day contact form <https://forms.gle/yLzE9kHaQZ9DUw4V6>

Responses to this form will be monitored from 8.30am until 2pm on both A Level and GCSE Results days (10th and 12th August)

After these times, the contact form will be monitored periodically during the Monday to Friday, and in most cases we would expect to be able to call you back on the same day for urgent queries.

For Exam Results specific queries: examsinbox@calday.co.uk

Application to enter for Autumn 2021 exam form: <https://forms.gle/w6sctszfCrLqNsNAA>

For Sixth Form subject options queries: options@calday.co.uk

Sixth Form Registration Online Form - <https://forms.gle/9TBD2yf4fCzStgoR7>

Privacy Notice & Data Protection

For information about how your personal data is handled, please see the school's data protection policy and privacy notice

<https://www.calday.co.uk/policies>