



Calday Grange
Grammar School

**RESULTS & SIXTH
FORM
REGISTRATION
PROCESSES
2020
(EXCEPTIONAL CIRCUMSTANCES:
COVID-19)**

Date:
Member of staff responsible:
Approved by:
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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 2020 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.

Remote results days and sixth form registration is a new process to us, and we are doing our best to adapt to this, therefore please bear with us as some things may take longer than usual as we get used to it.

Introduction

In order to maintain social distancing, the school will be releasing examination results online via **Edulink** at 8am 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 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.

How to access results from [examination board](#) on Edulink

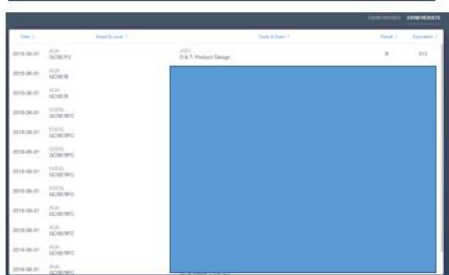
To access your final results as confirmed by the exam board, log into Edulink and go to the Examinations tab, this will show your examination entries in the first instance, in the top right hand corner of this box, you will need to change from entries to results.



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 to access the [school's](#) centre assessed grades (CAGs) on Edulink

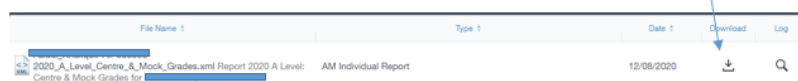
To allow you to check the exam board's issued grades (see above), we have provided you with a report with the grades submitted by the school to the exam boards (CAGs). This will appear in the 'Documents' section of Edulink in the same way that you would normally access a school report. The grades in this section should match those in the examinations tab, if not, please contact us.

Note that for A Level results we are awaiting updated results files from exam boards, so the results in the Exams tab will not match your CAGs yet.



Log in to Edulink,
click on the 'Documents' tab.

Download the
'2020 Centre & Mock Grades Report'



In addition to the above, copies of your statement of results on letterheaded paper will be available on request if required for jobs / university etc. Please email examsinbox@calday.co.uk

Arrangements for 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 forms to discuss your results with the school:

A Level Results Day contact form <https://forms.gle/By16MHcXedmsHRQR7>

Responses to this form will be monitored from 8am until 2pm on Thursday 13th August, and from 10am until 2pm on Friday 14th August

GCSE Results Day contact form <https://forms.gle/H3RixC9Sthq2Ujxw7>

Responses to this form will be monitored from 8am until 2pm on Thursday 20th August, and from 10am until 2pm on Friday 21st August

After these times, these results contact forms 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.

How centre assessed grades (CAGs) were determined

Based upon the advice from Ofqual and the awarding bodies, teaching staff made a judgement about the most likely achievable grade for each student entered for an examination this summer. This judgement was based upon as much evidence collected throughout the course as possible and included:

- Coursework
- Homework
- CCT/SFT records
- Internal examinations
- Mock examinations
- NEAs (complete or not)

Assessments were objective and the aim of the process was to reward students for their hard work.

Teaching staff took into account the performance over the whole of the course (i.e. 2/3 years), therefore any sickness/reason for lower performance on a single assessment would not have impacted the overall grade. Any students with prolonged absence required judgements to be made based upon the balance of probability and any assessment completed whilst present.

Centre assessed grades were then checked by another member of teaching staff, and a Head of Faculty/Curriculum Co-ordinator. The Head of Centre then signed these off before submitting to awarding bodies.

Standardisation by awarding bodies

Following the announcement made by [Ofqual](#) on Monday 17th August, the awarding bodies will no longer be using a process of standardisation to moderate the grades submitted by schools, and the centre assessed grade will stand.

If the moderated grade was higher than the centre assessed grade, students will be awarded the higher of the two.

Releasing Centre Assessed Grades

The centre assessed grades that were submitted to exam boards will be issued to students via a report published on Edulink. This will look like any other report that you have received throughout the school year, and can be accessed in the same way. This report will be available to view at 8am on results day, instructions for how to access this information are [here](#).

Querying results

Students cannot challenge their individual centre assessed grade (CAG), as any appeal would have to be undertaken by someone better placed than your teachers to judge your likely grade if exams had taken place. In the unique circumstances of this summer, Ofqual do not believe that there is any such person.

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

The only grounds for appealing the CAG will be if the school has made an error when submitting it.

A candidate cannot:

- appeal against their centre assessed grade
- appeal in respect of the process or procedure used by the school in calculating the grade
- appeal directly to the awarding body (unless a private candidate).

In addition to the appeals process, you can raise a complaint if you feel you have evidence of bias or that you were discriminated against. To submit a complaint, please follow the school's Complaints Policy <https://www.calday.co.uk/policies> Any complaint about results should be submitted by Wednesday 9th September.

How to submit a clerical check of your centre assessed grade

If you have concerns about your centre assessed grade, you can ask the school to check if an error was made when submitting the grade. If having checked this, the school does believe there has been a clerical error, we will submit an appeal to the awarding body on your behalf and will contact you to provide your permission to do so.

To submit a request for the school to check your grade, please complete the online form below. We aim to respond within 5 working days. Deadline to submit is Wednesday 9th September.

[Exam Results 2020 CAG Check Online Form](#)

If you are still unhappy with your grade

If you have submitted a query to check your CAG and are still not happy with your grade, your next step would be to consider taking the opportunity to take an exam in the Autumn series, or Summer 2021. Please see the section below about the [Autumn examination](#) arrangements for details on how to enter for the Autumn series. To enter for the Summer 2021 series, you will need to contact the exams office in January 2021.

Certificates for Summer 2020

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 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 applicable for the Autumn examinations, and can range depending upon the subject and level. The fees are listed on the application form, 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.

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

- **AS and A-level exams:** Monday 5 October to Friday 23 October
- **GCSE exams:** Monday 2 November to Monday 23 November

For exact dates, please check the October and November 2020 Timetables 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) 2020 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 error.

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

The DfE announcement on 12th August promised funding for the Autumn examinations, however we have received no details of how much we will receive. We hope to be able to refund or partially refund students for their entry fees for Autumn 2020 depending upon funding.

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

[Application form for Autumn 2020 Exam Entry](#)

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

AS and A-level – 3 September

GCSE (except English Language and Mathematics) – 17 September

GCSE (English Language and Mathematics) – 1 October

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 2019-20 which is available on the school webpages <https://www.calday.co.uk/page/?title=Examination+Policies&pid=255>

Results Dates for Autumn 2020 Exams

The results from the October and November examinations will be released on the following dates:

A Level: Thursday 17th December

GCSE: Thursday 28th January

Further information about results

Further information about the results for summer 2020 including how grades have been awarded, appeals and resit information can be found below:

Ofqual Guidance for teachers, students & parents

<https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>

Ofqual Extraordinary regulatory framework for General Qualifications COVID-19:

<https://www.gov.uk/government/publications/extraordinary-regulatory-framework-general-qualifications-covid-19-conditions-and-requirements>

Ofqual process for awarding GCSEs, AS and A Levels summer 2020:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887041/6614-4_Infographic -
_Process for awarding GCSEs AS and A levels summer 2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887041/6614-4_Infographic_-_Process_for_awarding_GCSEs_AS_and_A_levels_summer_2020.pdf)

Ofqual decision on Autumn 2020 exam series

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/896446/Autumn_Series_2020_Consultation_Decisions_300620.pdf

Ofqual student guide to post-16 results 2020

<https://www.gov.uk/government/publications/student-guide-to-post-16-qualification-results-summer-2020>

AQA: Summer Results

<https://www.aqa.org.uk/summer-results>

OCR: Summer Results 2020

<https://www.ocr.org.uk/summer-results-2020/>

Edexcel: Results Day Support

<https://qualifications.pearson.com/en/support/support-for-you/results-for-students.html>

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>

Sixth Form Registration

This takes place on the same day as GCSE results – Thursday 20th 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 six GCSE passes (or equivalent) at grades 5 - 9 including English Language and Mathematics. These must include at least four level 6 grades in relevant subjects to support those subjects to be studied at A Level. Please see the individual subject entry guidelines for clarification. The definition of a 'standard' pass at GCSE is grade 4 and above. A 'good' pass at GCSE is grade 5 and above.

Please note that unfortunately due to low interest French and Spanish A Level will not be running in September 2020 for Year 12. If you have selected these options and have not yet responded to the email asking for 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.

Appeal for entry to Sixth Form

If you have not met the entry criteria for entry to sixth form, information about the appeals process is 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

Students joining Year 12 who are new to Calday – Thursday 3rd September - 0835 until 1230

Selected Year 13 students (To be informed) – Thursday 3rd September – 1300 to 1535

All Year 12 students – Friday 4th September – 0835 to 1535

All other students - Monday 7th September - 0835 to 1535

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

A Level Results Day contact form <https://forms.gle/By16MHcXedmsHRQR7>

Responses to this form will be monitored from 8am until 2pm on Thursday 13th August, and from 10am until 2pm on Friday 14th August

GCSE Results Day contact form <https://forms.gle/H3RixC9Sthq2Ujxw7>

Responses to this form will be monitored from 8am until 2pm on Thursday 20th August, and from 10am until 2pm on Friday 21st August

After these times, these results contact forms 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 Exam Results specific queries: examsinbox@calday.co.uk (Autumn exams, queries about results, appeals), or the online forms for queries about results, or to appeal are below, please ensure you have read the instructions above before submitting these forms:

Exam Results 2020 CAG Check: <https://forms.gle/UmlKBSnpEbUrkwNk8>

Application to enter for Autumn 2020 exam form: <https://forms.gle/aZWtSg1ryHoTGHCB6>

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

Sixth Form Registration Online Form - <https://forms.gle/A4gwWYAXjyf14h656>