



ST. MARY MAGDALENE

C OF E SCHOOL

SECONDARY PHASE

*Excellence through innovation,
founded in faith since 1840.*

FEDERATION EXECUTIVE CO-HEADTEACHERS

Mrs Claire Harrison and Mrs Victoria Wainwright

PRINCIPAL

Mr Razwan Hussain

Monday 28 June, 2021

Dear parent/carer,

I hope your child enjoyed their recent transition week in school; we certainly enjoyed seeing them and celebrating the end of their Year 11.

I am writing to you today to expand upon some key messages shared previously with regards to this year's exam results. These have been presented in a question-and-answer format below; if you have any further questions, please do contact the school.

How were my child's grades arrived at this year?

Grades this summer will be based on Teacher Assessed Grades (TAGs). TAGs were submitted to the exam boards as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance. By August, these grades will have been approved by the relevant exam board following their own external quality assurance checks. In some cases, the exam board may ask us to make changes. However, any changes to the grades we submit will be done by professionals; this year no grades will have been changed as a result of an algorithm.

When can we find out the results?

Year 11 GCSE, BTEC and VTQ results will be available for collection from the school on Thursday 12 August 2021 between 10am and 12 noon, subject to Covid restrictions. After receiving their results, your child can immediately enrol in our Sixth Form until 2pm. If your child is unable to collect their results, you can arrange for the results to be collected by a nominated adult. The letter and form explaining this further has been reattached at the bottom of this letter; please return this to romard@koinoniafederation.com. Please note that the person collecting must be over the age of 18 and present some ID to confirm their identity. Any results not collected by the student or a nominated adult will be posted home at noon on 12 August.

You know my child's grades. Why can't you tell us now?

We are forbidden from disclosing the Teacher Assessed Grades to any third party, including students and parents, until results days. Any member of staff who does this is committing exam malpractice. Although students may know some of their marks or grades on single pieces of evidence, we cannot disclose the final submitted TAG. During the external quality assurance process taking place now, our submitted TAGs may be moved up or down.

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

ST MARY MAGDALENE

C OF E SCHOOL

SECONDARY PHASE

1 Hendon Street

London

SE10 0NF

020 3873 5555



KOINONIA

C OF E SCHOOLS FEDERATION





ST. MARY MAGDALENE

C OF E SCHOOL

SECONDARY PHASE

*Excellence through innovation,
founded in faith since 1840.*

FEDERATION EXECUTIVE CO-HEADTEACHERS

Mrs Claire Harrison and Mrs Victoria Wainwright

PRINCIPAL

Mr Razwan Hussain

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. There is also the option to re-sit GCSEs in the autumn, which may be preferable to some students, and can of course result in a much higher grade. The design, content and assessment of these papers will be the same as in a normal year.

What are the grounds for appeal?

There are five main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

- You think we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.
- You think we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the exam board.
- You think we have made a **procedural error** in terms of not allow your child their access arrangements or reasonable adjustments, or a failure to deal with mitigating circumstances of which you had made us aware.
- You think the **academic judgement on the selection of evidence was unreasonable**: you think the evidence used was not reasonable.
- You think the **academic judgement on the grade given was unreasonable**.

What does 'unreasonable' mean?

'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.

What will be the outcome of an appeal?

At either stage of the appeals process, a student's grade may go up, stay the stay, or go down. When placing an appeal the student will have to sign a declaration saying that they accept the fact their grade may go down and they may get a lower grade than their original TAG. The result after appeal will remain your child's permanent grade.

What's a priority appeal?

Priority appeals are only open to A-Level students starting university this autumn, who have missed out on the conditions of their firm or insurance offer. JCQ cannot offer priority appeals for GCSE students.

What should I do before appealing?

ST MARY MAGDALENE

C OF E SCHOOL

SECONDARY PHASE

1 Hendon Street

London

SE10 0NF

020 3873 5555



KOINONIA

C OF E SCHOOLS FEDERATION





ST. MARY MAGDALENE

C OF E SCHOOL

SECONDARY PHASE

*Excellence through innovation,
founded in faith since 1840.*

FEDERATION EXECUTIVE CO-HEADTEACHERS

Mrs Claire Harrison and Mrs Victoria Wainwright

PRINCIPAL

Mr Razwan Hussain

Students must read the JCQ Student and Parent guide before appealing, which will be available on the JCQ website by results days. You might wish to get further advice by speaking to Mr Greenwood, or another member of senior leadership, on results day or to Mrs Beaumont, the Exams Officer.

What are the two stages of an appeal?

All appeals, on any of the grounds above, must first go through a **centre review**. At this stage, we will check for any administrative errors, and check that our policies and procedures were followed correctly. Our policy has already been approved by the exam boards, so we are only ensuring that we followed this properly. The outcome of the centre review will be communicated to students when made. At the centre review stage, if we find that a grade should go up or down, we will ask the exam board to change it. They will then consider this request.

Following the outcome of a centre review, students may still choose to pursue an **awarding organisation appeal**. They must fill in a form, which we will then send on their behalf to the exam boards. Students and parents cannot send appeals directly to the exam board themselves – it must come from us. The outcome of the awarding organisation appeal will be communicated to students when made.

How do I make an appeal?

Students should fill in the first section of the JCQ form, which can be found [online here](#) and send it to Mrs Beaumont via cbeaumont@koinoniafederation.com.

What are the deadlines for non-priority appeals?

The deadline for submitting a centre review is 3 September; and the deadline for submitting an awarding organisation appeal is 10 September. Appeals received after these dates may still be considered.

Yours sincerely,

Mr Greenwood
Vice Principal

ST MARY MAGDALENE
C OF E SCHOOL
SECONDARY PHASE
1 Hendon Street
London
SE10 0NF
020 3873 5555



KOINONIA
C OF E SCHOOLS FEDERATION





ST. MARY MAGDALENE

C OF E SCHOOL

SECONDARY PHASE

*Excellence through innovation,
founded in faith since 1840.*

FEDERATION EXECUTIVE CO-HEADTEACHERS

Mrs Claire Harrison and Mrs Victoria Wainwright

PRINCIPAL

Mr Razwan Hussain

Thursday 20 May 2021

Dear parent/carer,

Collecting Year 11 Results – August 2021

Year 11 GCSE, BTEC and VTQ results will be available for collection from St Mary Magdalene Secondary Phase on Thursday 12 August 2021 between 10am and 12 noon, subject to Covid restrictions.

You and your child are very welcome to arrive at any point during this time to collect their results and join us in celebrating their grades. After receiving their results, your child can immediately enroll in our Sixth Form until 2pm; further information will follow with regards to the enrolment process.

If your child is unable to collect their results, you can arrange for the results to be collected by a nominated adult by completing the form below. Please note that the person collecting must be over the age of 18 and present some ID to confirm their identity. Please ensure that the form below is returned to school (in paper or electronic format) by 22 July. Any results not collected by the student or a nominated adult will be posted home at noon on 12 August.

I look forward to congratulating your child on their results on 12 August.

Yours sincerely,

Tom Greenwood
Vice Principal

Please complete the form below and return to us only if your child is unable to collect their results:

I _____ confirm that
(parent/carer name)

_____ will collect examination results for
(nominated adult name)

_____ on Thursday 12 August 2021.
(student name)

ST MARY MAGDALENE

C OF E SCHOOL

SECONDARY PHASE

1 Hendon Street

London

SE10 0NF

020 3873 5555



KOINONIA

C OF E SCHOOLS FEDERATION

