

22 July 2021

Dear <student name>

Re: Results Day and Appeals Process

As you are aware, there have been no formal exams this year. The Academy has been required to submit Academy Assessed Grades (AAGs) based on the content you have been taught for each of the subjects you have studied. We are not able to inform you at this stage what each of the AAGs awarded to you are, as these will be released to you on results day.

- Year 13 results will be available for collection from 10.00am until 12.00pm on **Tuesday 10 August 2021**, unless you receive a phone call asking you to come in earlier.
- Year 11 results will be available for collection from 9.00am until 11.00am on **Thursday 12 August 2021**.

All results will be available for collection from the Academy 6th Form Centre.

If you are not able to collect your results on the day, please contact our Examinations Officer, Mrs Drummond at a.drummon@dukeries.atrust.org.uk who will be able to make alternative arrangements for you.

Whilst final grades are awaited, we considered that it would be helpful for you to understand how your AAGs have been calculated so that you can be assured that the processes, as set out within our Centre Policy, have been fairly and consistently applied. In addition, we have set out, within this letter, how you may raise any concerns and/or challenge the final grade which you receive on Results Day.

We previously informed you about our Centre Policy in respect of how we would be calculating AAGs. This policy is on our website and can be found at <https://www.dukeries.atrust.org.uk/parents/parent-info/>

We can confirm that, in line with our Centre Policy, we have undertaken a strict quality-assurance process. As part of this process the grades awarded were moderated internally by Subject Line Managers, the Standards and Progress Lead for Year 11, the Assistant Principal for Data, the Principal and our Regional Education Director.

Appeals process

Once you receive your final grades on Results Day, if you have any concerns, we will have staff available that you can speak with.

If you are unhappy with your final grade there is a two-stage process which can be followed and details of this are set out in our Grade Appeals Policy, which can be found on our website at <https://www.dukeries.atrust.org.uk/exams/>.

The grounds on which a review or appeal can be requested are limited to:

- whether the centre followed its procedures properly and consistently in arriving at the student's result or in conducting its review; and/or
- whether the awarding organisation made an administrative error; and/or
- whether the grade reflects an unreasonable exercise of academic judgement.

We will not be able to consider any concerns around the reasonableness of academic judgement. However, if you do raise this point, we will undertake a review to ensure there have been no procedural or administrative errors if this has not already been considered.

Stage 1: Academy Review

We will be seeking to undertake relevant procedural and administrative checks as necessary. However, where you are concerned about a matter which has not already been considered prior to Results Day, you may submit a request for a centre review to the Academy on either of the following grounds:

- the Academy has failed to follow its procedures properly or consistently in arriving at that result; and/or
- the Academy has made an administrative error in relation to the result.

The Academy will undertake the above centre reviews as quickly as possible and let you have the outcome to enable you to submit an appeal to the awarding organisation, should you wish to do so.

To enable this to happen we require:

- all Year 13 requests for a review to be made by 9:00am on 16 August 2021 for any grades impacting university applications. These are referred to as Priority Appeals.
- all Year 11 and Year 13 requests that do not impact university application by 9:00am on 3 September 2021. These are referred to as Non-priority Appeals.

For any reviews that impact on university applications, we would request that you provide us with your UCAS personal ID and inform your university of choice that a review has been requested at the earliest possible opportunity so they can decide how to handle their offer.

The formal process to request a review is in our Grade Appeals Policy, which can be found on our website at <https://www.dukeries.atrust.org.uk/exams/>.

You need to be aware that grades may be raised, stay the same or be lowered as a result of the review. You can withdraw from the review process at any time before a finding is made, but not after.

Stage 2: Appeals to the Awarding Organisations

After you have received your results and the outcome of the school's review at Stage 1 you may, if you wish to do so, request an appeal to the Awarding Organisation against the grade issued, based on one of the three grounds above. If you wish to do this, you must submit your request for an appeal to us. We are required to submit any appeals under Stage 2 to the Awarding Organisation by 23 August 2021 for Priority Appeals or 7 September 2021 for all other appeals. You should therefore ensure that you let us have your appeal form in ample time to enable these timescales to be met. Any delay may result in you not receiving the outcome of your appeal in time to accept any conditional offer. Awarding Organisations

are not permitted to receive appeals directly from students and will require us to resubmit the same, which may cause further delay.

We will inform you once we have submitted your appeal to the Awarding Organisation and again once a determination has been made by the Awarding Organisation.

If you have any questions related to this letter please contact:

Year 11 Miss Maycock at L.Maycock@dukeries.atrust.org.uk

Year 13 Miss Hackett at m.hackett@dukeries.atrust.org.uk

In the event that you have any questions about the results on Results Day, your Year Team will be available.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ged Rae', with a long horizontal flourish extending to the right.

Mr Ged Rae
Principal