



15<sup>th</sup> July 2021

Dear Parent/Carer and Students,

I recognise what a tough and unusual year this has been for all of our students, particularly those of you who were scheduled to be sitting external exams this summer term. Letters have previously been sent to all Year 11 and Year 13 students detailing the arrangements for results days (A Level on Tuesday 10th August and GCSE on Thursday 12th August). Please note that since those letters were sent the results embargo has been moved to 8.30am on results day, so we will not be able to release results before then.

If, after receiving your results, you are unhappy about a grade in a subject and you wish to query your result, please follow the procedure outlined below:

Email [exam-appeals@nhgs.co.uk](mailto:exam-appeals@nhgs.co.uk) with your name and form and the result(s) that you would like to query, as well as an explanation of the nature of the query. (The query has to come from you, not another member of your family).

A member of staff will get back to you, within two working days wherever possible (hopefully quite quickly), to discuss the grade(s) awarded with you.

If, following this conversation, you are still not satisfied with the grade(s), you may appeal more formally. We will email you a form to fill in to register a Centre Appeal with us. Priority appeals should be made to us using this form by 16th August if a university place rests on the outcome of the appeal. Appeals to the school will centre on whether we have correctly applied our processes in determining your grade(s) and on ensuring that there have not been any administrative errors. We cannot re-evaluate the quality of the evidence or the marks/grades awarded for individual pieces of work or whole portfolios. We can only check that marks and grades have been recorded accurately.

Following this, if you remain dissatisfied, it is also possible to appeal the grade to the exam board. The board will further check that due process has been carried out and can also check the quality of your work to assess if the school has made a reasonable academic judgement in determining your grade. If they believe we have, the grade will remain unchanged.

Please note that, as in any normal exam season, the result of an appeal can lead to grades remaining the same, going up, or going down.

There is also an extra exam window available in the Autumn term for students who wish to sit an actual examination to see if they can improve their grade by that means.

All the staff at NHGS have worked hard to ensure that we have followed our exam board approved processes and have awarded grades that reflect the quality of the evidence that you have produced in the various assessment tasks you have undertaken. In such a complicated process, it is of course possible that some errors might have slipped through. While we have not been able to share overall grades with you, we have shared the marks or grades awarded to individual assessments in the hope that you should have a clear idea of the likely range your final grade would fall into. We ask that you do not make "speculative" appeals as there is a lot of work involved for staff who are as in need of a holiday as you are! However, if you are genuinely surprised (in a bad way) at a grade or grades that you have been awarded, please do get in touch and we will work through the appeals process with you. Should we have made any mistakes, we will be as keen to correct them as you are.

Documents relating to the appeals process can be found on our website at <https://www.nhgs.co.uk/our-academy/assessment/teacher-assessed-grades>.

Please do read through the national guidance thoroughly as it explains clearly the grounds on which appeals can be made and might be successful.

Kind regards.

Mr R F Haworth  
Vice Principal (Progress)