

# Results Days August 2021

Please can I request that if you are unwell or suffering from any of the recognised symptoms of coronavirus, or anyone in your household is, that you do not attend the results days in person. We have factored the following hierarchy of controls into our planning to make the result days as safe as we can for everyone:

- *Controlling the transmission of the disease*: minimising contact with children and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school to collect results.
- *Management and control through personal hygiene*: Students and staff in school will apply alcohol hand rub or sanitiser prior to collecting/handling the results, ensuring all parts of the hands are covered as they do so.
- *Ensuring good respiratory hygiene*: promoting the 'catch it, bin it, kill it' approach.
- *Minimise contact between individuals* and wearing face coverings inside.
- *Where necessary*, such as if dealing with a first aid incident on the day, wear appropriate personal protective equipment (PPE)

## The Process

### **Staff on Duty**

- To minimise the risk of coronavirus and also to minimise the potential risk of disputes between students and staff over TAGs we recommend the only people on site on Results days should be the Head of Year, Tutors, WLT and Office staff. There will be at least two members of staff available in the results room to support the students receiving their grades and more available for discussions if needed.

### **Collection of Grades**

To enable the safe collection of the paper exam results, we propose to enter the school through the canopy entrance and to go around to the Main Hall from 8:30am. In the Main Hall there will be four tables set out – one for each form to receive their results. Students will be asked to use sanitiser before they collect their results.

If students are unable to collect their results in person then their parents can request that their results are sent to the email address we have here on record. This can be done either by ringing the school after 8:30am on 01507 522465 or by emailing [enquiries@qegs.lincs.sch.uk](mailto:enquiries@qegs.lincs.sch.uk) and we will send them out as soon as we can.

### **Parents**

- Parents will be allowed onto the site for the collection of results but will be asked to remain in the carpark area while their children collect their results. If further advice and support is required following the collection of results they should come to Main Reception where members of staff will be available to offer that support and advice. If no further support is needed we would request that parents leave the site as soon as their child has their results.

### **Students will:**

- Arrive at the front gate, ensuring they have washed/sanitised their hands
- Drop off any returned textbooks into the boxes at Reception (Please make sure all the books are in a bag which have been clearly labelled with the name of the person who borrowed the books)

- Be directed to the Main Hall by walking outside the building, entering at the Canopy entrance and following the one way system when inside the building
- Enter the Main Hall, using the hand sanitiser available
- Collect their exam results from the teacher at the desk
- A member of the WLT will be available to support if needed.
- Before they leave staff will ask them about their planned next steps so advice can be offered and A-level courses can be confirmed for our GCSE students.

### **On-the-Day Support**

- HOY, tutors and the WLT will be present to provide support and advice on the next steps if required

### **Autumn Exam Series Entry**

- Any student who wishes to make an entry to the Autumn Series can do so and details are below:
- Download the entry form from the school website. (Under the Student/Exams tabs). This will be available from Results Day. Hard copies will be available from Main Reception.
- Return the completed form to Mrs Bargh ASAP. Deadlines are as follows: Monday 6<sup>th</sup> September 2021 for GCE/A level exams. The internal entry deadline to return the form for GCSE exams is Thursday 30<sup>th</sup> September 2021. These dates will allow 1 day's processing time in order to meet the external deadlines set by the exam boards.
- At the same time as the form is returned payment should be made on Parent Pay. (Prices for each qualification are on the entry form)

### **Appeals**

Please find a link to the new JCQ appeals process here – which has been especially written for this unique year.  
[https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ\\_Appeals-Guidance\\_Summer-2021.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021.pdf)

If on reading the appeals process and receiving your teacher assessed grades you wish to make an appeal based on an administrative error, or a procedural error, we request that you use the electronic form attached to this email. Please be aware that appeals can only be made by the student and grades can go down as well as up following an appeal.

Completed appeals forms should be sent to Exam Appeals [appeals@qegs.lincs.sch.uk](mailto:appeals@qegs.lincs.sch.uk) for processing.

Stage 1 appeal - A Centre review: requested by a student involves QEGS reviewing all the TAG evidence from the student folders, and the department's electronic records, to look for any procedural or administrative errors. We do not review academic judgements made by subject specialists. If any procedural or administrative errors are found then grades will be amended on the exam board portals and students informed.

Stage 2 appeal – On receiving the outcome of the stage one review a student may then request QEGS to send all the Teacher Assessed Grade (TAG) evidence to the exam board if they believe an unreasonable academic judgement was applied to their evidence by their teachers, or an unreasonable academic judgement in deciding on the student's evidence to be submitted.

(All the evidence used for the TAGs is available on our website and attached to this for your perusal in advance – NB: if a student required a reasonable adjustment - because for example they started school after their cohort, or missed an assessment - then to avoid potentially identifying these

individuals on the public assessment record the individual amendments and rationales have been written on the departmental documentation)

To allow time for processing a centre review appeal and then returning the outcome to the student in time for them to still have time to ask us to request a stage two exam board review our internal deadlines are slightly before the JCQ external deadlines. We will process any appeals in the order we receive them and will do our utmost to get the outcomes returned as soon as possible. Priority appeals that are submitted after the deadline will still be treated as a priority, but students should be aware that they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

Type of appeal	Internal deadline	JCQ's External deadline
Stage 1 appeal: Centre review	GCE Priority appeal to be sent to the Exam Appeals email <a href="mailto:appeals@qegs.lincs.sch.uk">appeals@qegs.lincs.sch.uk</a> by 12 <sup>th</sup> August GCE/GCSE Non-priority appeal to be sent to the Exam Appeals email <a href="mailto:appeals@qegs.lincs.sch.uk">appeals@qegs.lincs.sch.uk</a> by 27 <sup>th</sup> August	GCE Priority appeal by 16 <sup>th</sup> August GCE/GCSE Non-priority appeal by 3 <sup>rd</sup> September
Stage 2 Appeal: Appeal to awarding body	GCE Priority appeal to be sent to the Exam Appeals email <a href="mailto:appeals@qegs.lincs.sch.uk">appeals@qegs.lincs.sch.uk</a> by 16 <sup>th</sup> August GCE/GCSE Non-priority appeal to be sent to the Exam Appeals email <a href="mailto:appeals@qegs.lincs.sch.uk">appeals@qegs.lincs.sch.uk</a> by 3 <sup>rd</sup> September	GCE Priority appeal by 23 <sup>rd</sup> August GCE/GCSE Non-priority appeal by 23 <sup>rd</sup> September

### Certificates

- Will be available to collect from school from the start of December. They need to be signed for and so we will be unable to post, unless you provide us with a signed for envelope from the post office.