



COURT MOOR SCHOOL

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Dear Student

We hope that you are pleased with your results and that they are allowing you to progress towards your chosen future career paths.

We appreciate that you might have some questions and we have created a specific email address for you to use.

Although everyone has worked extremely hard to make sure that the grades issued are correct, there will be an appeals process as a safety net to fix any genuine errors that were not identified prior to results day.

Please see below the different stages of the appeals process. It is important to remember that the grade can go **up, down or stay the same** through either stage of the process.

Stage 1 is referred to as “Centre Review”

- a. A student thinks the school has made an administrative error in submitting the grade.
- b. A student thinks there has been a procedural error (in other words, the school did not comply with its Centre Policy, did not undertake internal quality assurance, did not take into account access arrangements and/or mitigating circumstances).

The deadline for submitting a stage 1 request is 3 September 2021.

Stage 2 is referred to as “Appeal to the Awarding Organisation” (submitted by the school to the relevant examinations board on behalf of students)

- a. A student still thinks there has been a procedural error.
- b. A student thinks the examinations board made an administrative error.
- c. A student considers the grade awarded was an unreasonable exercise of academic judgement in the choice of evidence. An exercise of judgement will not be judged unreasonable simply because a student considers that an alternative grade should have been awarded even if the student puts forward supporting evidence. There may be a difference in opinion without there being an unreasonable exercise of judgement. The reviewer (examinations board) will not remark individual assessments to make a judgement but will take a holistic approach based on the overall evidence the school will provide.



The deadline for submitting a stage 2 request is 17 September 2021.

If you have questions with regard to your grade or you think you might have a reason or evidence for an appeal, please email gcsequery@court-moor.hants.sch.uk with your concerns, clearly stating which subject you are concerned about and why.

We will endeavour to reply to each enquiry as soon as we can. You will receive a confirmation of receipt to your email enquiry within 24 hours. We will carry out centre reviews (stage 1) as swiftly as we can during August. Appeals to awarding organisations (stage 2) will be considered as of 1 September. Exam boards have informed us that appeals on behalf of students applying to higher education will receive priority and we are therefore not expecting appeals regarding GCSE grades to be dealt with any earlier.

We will prioritise stage 2 appeals according to the following concerns:

- i) I am worried about getting on to my chosen college course.
- ii) I am worried about having to re-sit English/ Maths.
- iii) I disagree with my grade.

Please do not contact teachers or curriculum leaders directly with any queries. When communicating with students and/or parents, we need to do this via a verifiable email address. Therefore, please only use the email address you have given school for parent emails.

If you wish to re-sit any of your GCSEs, we recommend that you take time to think about this before you make a decision. It can initially seem to be the right thing to do but once you have commenced college, you may well feel differently. We will issue further details about applying for a re-sit once we have the information from exam boards.

Thank you for your support and understanding throughout these turbulent times. It has undoubtedly been very stressful for you, but it's time to look forward and I wish you all the very best as you begin the next phase of your life.

Kind regards



Mr P Jenkins