



EMMANUEL COLLEGE
Emmanuel Schools Foundation

30 June 2021

Dear Parents, Carers and Students

I am writing to update you on the process through which qualifications will be awarded this summer.

As you know, at the beginning of this year, the government announced that it would not be possible to hold national Year 13 examinations in a manner which would be fair to all students. Following an extensive consultation, the government announced that students should receive grades based on teachers' judgements of their performance based on a range of evidence. The full government guidance can be found [here](#) and there is a helpful short summary document for parents and carers [here](#).

The demands of the last two years have been very high, particularly on students, parents and carers, and especially over the last few months, and we are exceptionally proud of how our students have conducted themselves throughout, and we thank you for your hard work and support.

What evidence was used to determine the grade?

Grades for GCSEs, A-levels, and other qualifications will be based on a process involving teacher assessment against national standards, internal quality assurance, and external quality assurance by the examination boards. In our school, we have used a range of evidence to reach a holistic judgement for each student. This includes assessments sat under exam conditions, non-exam assessment (coursework) and practical performance in some subjects. For each subject the most appropriate approach has been decided in terms of evidence used to ensure that a grade represents a student's performance over the whole assessed curriculum and how this evidence is weighted, to result in the fairest possible grade.

All grades have been signed off by two members of staff, including the head of department and then have been confirmed by myself as Head of Centre. We are also required to send a sample of work to the examination boards, ensuring that grades are fair and accurate.

Special Consideration

Special Consideration has been given to students who were eligible in line with guidance from the Joint Council for Qualifications.

Our Centre Policy, which has been approved by the exam boards, can be found [here](#) and gives more detail on the approach we have taken as a school.

Can we know the grade submitted?

On Friday 18 June we submitted our grades to the examination boards, and following their quality assurance process, the boards will issue qualifications to students on **Tuesday 10 August**.

We are legally obliged not to let students or parents know their submitted grade before results day. Therefore, we believe it would not be helpful to share the grades from the May assessments at this time. We understand that this may be a frustration and I want to set out our reasons for this decision.

To arrive at the final grade submitted to the exam boards, it has been necessary to consider and weight a range of evidence and it may be therefore that the grade achieved in the May assessment does not match the grade submitted to the examination board. Given that different subjects may have weighted their evidence in slightly different ways, driven by their particular circumstances, we feel that sharing this information at this stage may only lead to confusion. We also cannot share information from the May assessment if this inadvertently leads to us sharing the final grades that have been submitted.

Please, however, rest assured that we have done our utmost to ensure that the grades that have been submitted to the examination boards are fair, consistent and represent our best judgement of students' performance.

Appeals

For any students who believes an incorrect grade has been issued, there is an appeals process, the detail for which can be found [here](#). Page 31 details the process by which a student can appeal a grade and page 32 has the form that students complete to request a 'centre review' (stage one of an appeal). Copies of the form will be available from reception on results day. In order to request a centre review, students should pick up a form up at reception and subsequently hand the completed form in at reception, or fill a form in online and email it to exams@emmanuelctc.org.uk.

Centre review outcomes will be shared with students, using the template on page 33 of the guidance. If students are unhappy with the review outcome, then a stage two appeal to an awarding organisation can be made. This appeal is made by completing the template on pages 34-35 of the guidance and handing the form into College.

This guidance will be repeated on results day when results are emailed to students.

It is important to note that as part of the appeals process grades can be revised up or down. If through the appeal process it is decided that the submitted grade was too high, students will **not** be able to keep the higher grade. It will be a requirement that students sign a declaration to confirm their understanding of this before they submit an appeal.

Year 13 Results Day: Tuesday 10 August

We will issue results from 8:30am on results day to students via their personal SchoolBase account and to the email address they use in College ([e.g. 1160000@esf-schools.org.uk](mailto:e.g.1160000@esf-schools.org.uk)). This will ensure that students who need to act quickly regarding their next steps have their results in a timely fashion.

For those students who would like to collect a physical copy of their results, it will be possible for them to come into College between 10:00am-3:00pm on the day to collect them from reception. Any results not collected will be posted home.

We will also be offering a support service to students who need help and guidance on UCAS Clearing, both by phone and in person throughout Tuesday, starting from 8:30am, and we will be in touch nearer the time about the arrangements for this, and how results will be sent to students.

Students' hard work is now done, and I would ask that after a very difficult two years, students now try to put their results from their minds, as much as they can, and enjoy their summer holidays!

Let me thank you again for all your support over the past few months, and I look forward to celebrating with students later in the summer.

Yours sincerely

Matthew Waterfield
Principal