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Dear Parents

Exam update (5)

As we approach the end of the academic year, I wanted to provide another exam update for you.

In this letter I set out our plans for results day and what support will be available. Alongside this, you will find assessment information for your child relating to any assessments they undertook during the recent Assessment Weeks.

Assessment Week individual record

During the recent Assessment Weeks, our students underwent a number of school-based assessments. The raw marks achieved in each assessment is contained in the additional record sheet. Please note that:

- Due to the current restrictions imposed by Ofqual we cannot provide information on possible grades - these will be released on results days
 - We would ask that you do not approach teachers for comment on these marks as they will not be allowed to engage in such discussion
 - If you have a significant concern then please raise this via email at phs@ponthigh.org.uk in the first instance and I will ensure it receives prompt attention
- Not all assessments in the Assessment Weeks count equally; some assessments have different weightings

Results day plan

Y12 and Y13 results: Tuesday 10 August
Y11 results: Thursday 12 August

We had hoped to return to students coming to school to receive their grades but given the continued uncertainty with the increase in infections we have decided to adapt our plans. So we will do the following:

1. Email final subject grades at 8.30am on the relevant morning - results will be emailed to each student's school email account so they need to be sure they can access it
2. School staff will be available to provide telephone support, if required.
3. If you would like to speak to a member of staff then we are using the following process from 9.00am:
 - a. Contact school by telephone (01661 824711) or complete a Google Form using the links below
 - i. Y11 enquiries - <https://forms.gle/CFsEjuH21W7Mwv3h7>
 - ii. Y12 or 13 enquiries - <https://forms.gle/FHkAeUSWDsRLSjtz5>



- b. If getting in touch by telephone please share the nature of your enquiry/request for advice and provide a contact number so that we can get back in touch with you. Reception staff will log your enquiry (whether by email or telephone) and we will then identify the most appropriate person to get in touch with you; they will make contact as quickly as possible

We are working on the basis that the telephone/email support will prove to be more than sufficient for the vast majority of enquiries, however, we are aware that some individual situations may be more complex. In such cases, there will be the opportunity to book a face-to-face meeting within school from 11.00am. Please note that these have to be booked in advance and students/parents should not turn up to school unannounced.

Appeals process

I thought it would be helpful to remind you that there are three stages to the summer 2021 appeals process; these would have to be completed in order.

1. Stage 1: centre (school) review
 - 1.1. This is effectively a clerical check to see if there are any obvious administrative errors
2. Stage 2: appeal to the exam board
 - 2.1. This is where parents/students want to appeal the assigned grade and believe one of the following apply:
 - 2.1.1. the school did not follow its own policy (available on the school website under Parents & Carers > Exam Information > Plans for Awarding Grades in June 2021)
 - 2.1.2. the school did not undertake internal quality assurance processes
 - 2.1.3. the school did not allow access arrangements
 - 2.1.4. the school did not exercise reasonable academic judgement in the selection of evidence or the determination of the grade
3. Stage 3: Ofqual Exam Procedures Review Service
 - 3.1. If the student or school considers that the exam board has made a procedural error, they can apply to Ofqual's Exam Procedures Review Services (EPRS) to review the process undertaken by them.

On results day you will receive an information sheet with a link to an appeals Google Form if needed. Please note that when requesting an appeal (any stage) that the grade could go up, down or stay the same.

I know that I have bombarded you with a lot of information this year. All of the exam updates are available on the school website [here](#) should you wish to refresh your memory on anything that has been sent but not kept. Finally, if you have any questions or there is anything you would like further clarity about then please do not hesitate to contact school before the end of the academic year.

Yours faithfully



Kieran McGrane
Headteacher