



Dear Students and Parents/Carers

Academy Assessed Grades – summer appeals process

You will be aware that, in line with our centre policy <https://www.mildenhall.attrust.org.uk/wp-content/uploads/sites/10/2021/05/MCA-Centre-Policy.pdf> we have submitted the teacher assessed grades for public examination groups this summer to our exam boards.

I am writing now to give you more information about results days and our processes for conducting appeals. I am confident that our open approach to communication throughout the last few months will result in very few of you feeling the need to appeal, but it is important that we have systems in place nevertheless.

Results days

A/AS results day is Tuesday 10 August

GCSE results day is Thursday 12 August

On results day, please arrive no earlier than 9:15am to allow the printing and setting up of the results process. Sixth Form results will be issued via MCA6 and Year 11 results will be issued on the courtyard where students will also be able to enrol in the sixth form at the same time. Please access the academy via the student gates and not through the main Hub entrance.

Appeals

As you know, we have conducted a thorough a robust process in order to arrive at the grades we have submitted – both our procedures and our judgments have been subjected to significant moderation and scrutiny, so we are confident that there should be few, if any, surprises on results days.

Nevertheless, our approach to managing appeals will be in line with the guidance issued by the Joint Council on Qualifications which you can read in full here. The appeals process is the only means by which you can register a concern about any of your grades.

There are two stages of appeal:

- Stage 1 – a centre review, where you ask us to consider whether there may have been any administrative or procedural errors in how we managed the process
- Stage 2 – an exam board review, where, if you are not satisfied with our response at stage 1, you can ask us to submit an appeal to the exam board, either on the basis of administrative or procedural error or because you believe we have made the wrong academic judgment in respect of your results.

There are also two types of appeal:

- ‘Priority’ appeal – which is for A-level and Level 3 students only whose results mean that they will not obtain their firm offer of a place in Higher Education
- ‘Non-priority’ appeal – which is for all other students.

If you wish to log a ‘priority appeal’ you must log a request for a centre review by no later than Monday 16 August – we will ensure you have the results of that review by Friday 20 August so that you can then let us know if you wish to request an exam board review, which must be done by no later than Monday 23 August.

If you wish to log a ‘non-priority appeal’ you must log a request for a centre review by no later than Friday 3 September – we will ensure you have the results of that review by Friday 10 September so that you can then let us know if you wish to request an exam board review, which must be done by not later than Friday 17 September.

We will respond to any feedback from exam boards as a result of stage 2 appeals within ten working days, subject to the availability of relevant staff.

All appeals must be logged by completing the relevant part of the form which is available here and submitting this in good time to James Oxley via [help@mca.attrust.org.uk](mailto:help@mca.attrust.org.uk).

It is important that I let you know three things in particular about this year's appeals process:

1. The outcome of an appeal may be that your grade is raised, but it may equally mean that your grade stays the same or is even lowered, as the review at each stage will be very thorough.
2. It is possible that the appeals process will cause the grades of other students to need to be reviewed as well (for example, if there is a procedural error identified which affects a whole group) – if this is the case we will of course ensure that all those affected are informed immediately.
3. The full guidance is very clear about the depth of the process for conducting reviews where an appeal is based on the belief that the academic decision is wrong – it is likely that there will be a very high bar set for any appeals in this regard.

As ever, I am looking forward to celebrating the achievements of all our students this summer, but if you have any questions in regard to anything in this letter, please do not hesitate to let me know. Staff will be available in person on both results days to answer any questions you may have. Finally, I would like to wish all students the very best for the next stage of learning or employment and pass on my admiration for the way in which you have managed your studies throughout the pandemic. I wish you all the best for the future and look forward to seeing many of you in the sixth form in September.

Best wishes

Miss N Hood