



Friday 17<sup>th</sup> July 2020

**RE: End of year letter including details about exams and results day**

Dear Y11 students,

I hope you and your family remain well. This is the final letter for academic year 2019-20 and includes crucial information about:

- Getting Results.
- Details of your final Petchey Sixth Form or 'next steps' interviews.
- Information on appeals, autumn exams, and subject access requests.
- Building your resilience to make good decisions.

Please ensure you read the letter carefully. If you have any questions please get in touch with a member of the year team or your academic tutor.

[craig.goddard@petcheyacademy.org.uk](mailto:craig.goddard@petcheyacademy.org.uk)

[rob.winter@petcheyacademy.org.uk](mailto:rob.winter@petcheyacademy.org.uk)

[milan.myers@petcheyacademy.org.uk](mailto:milan.myers@petcheyacademy.org.uk)

**Before results day, Wednesday 19<sup>th</sup> August**

You will receive an email to your Petchey email address, confirming the time of your enrolment/progression interview on Thursday 20<sup>th</sup> August. This email will contain detailed instructions on where to go on arrival at the Academy for your interview. You should come in uniform and be prepared to discuss your results, and plans for next steps.

**On results day, Thursday 20<sup>th</sup> August**

To ensure that you are safe, and risk is minimised for all students, **exams results will be released by email** this year. **You should therefore only come in to the academy at your appointed time for your enrolment/progression interview.** Please do not come to the academy at any other time as you will be sent home and asked to come back at your scheduled interview time.

- You will receive an email to your Petchey email address at 8:00am informing you that your results will shortly be released.
- You will receive a second email to your Petchey email address shortly after 8:00am with your results.
- Between 9:00am and 12:30pm, you will attend your enrolment interview at your appointed time.
- ***It is essential that you have access to your Petchey email account in order to receive all of the above communications from the Academy. If you do not currently have access to this account, please contact your tutor, your year team or the Petchey IT support team:***  
[helpdesk@petcheyacademy.org.uk](mailto:helpdesk@petcheyacademy.org.uk)

**Year 12 Induction, Friday 11<sup>th</sup> September**

Once enrolled in our Sixth Form, you should then prepare to arrive for your allocated time for induction on Friday 11<sup>th</sup> September. You will be invited in for approximately 2 hours with your tutor and your tutor group. Induction will take place in the Renaissance building and the attire will be business wear, as usual. Please enter via the back gate entrance to the Renaissance building. You will receive important information, including your pass and your timetable. Details will follow your enrolment.



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Headteacher: Clare Borrill BA (Hons) MEd NPQH

## **Year 12 lessons from Monday 14th September**

You lessons will start from Monday 14<sup>th</sup> September at 8:30.

### **Other important information contained in this letter**

#### **1. Appeals**

- The Academy may make an appeal to the exam board, on your behalf, if we feel there has been an error made by us or by the exam board.
- Students **cannot** appeal against their school or college's centre assessment grades and position in the rank order
- Students may ask the Academy to check if it has made an error in submitting centre assessment grades and rankings.
- Students may raise a complaint to the centre or appeal against the centre's decision in some cases (see additional information below)

#### **2. Autumn Exams**

Students wishing to may re-sit any of their GCSEs in the autumn between the 2<sup>nd</sup> and the 23<sup>rd</sup> of November (details below)

#### **3. Subject access requests**

Students wishing to know their centre assessed grades and rank for their subject(s) should submit a subject access request (details below)

Best regards,

**Mr Craig Goddard**  
**Associate Assistant Vice Principal**  
**The Petchey Academy**

e: [craig.goddard@petcheyacademy.org.uk](mailto:craig.goddard@petcheyacademy.org.uk)



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## Examinations: summer 2020 - Additional information for candidates

### 1. Appeals:

Ofqual has today said more about how appeals will work this summer, and issued draft new statutory guidance for exam boards on which it is consulting: <https://www.gov.uk/government/news/ofqual-publishes-more-details-on-appeals-and-confirms-autumn-exam-arrangements>

Ofqual has repeated the information it confirmed in its consultation outcomes on 22 May about the grounds for a school or college to appeal this summer. These are:

- If a centre made an error when submitting a centre assessment grade or rank order.
- If a centre believes an exam board made a mistake when calculating, assigning or communicating a grade.

Once they have received their result, students will have the right to:

- ask their centre to check whether they made an error when submitting a centre assessment grade and including them in the centre's rank order
- raise a complaint to their centre if they have evidence of bias or that they were discriminated against; they could also pass such evidence on to the exam board who could investigate for potential malpractice
- appeal against the following centre decisions:
  - not to seek any information the awarding body holds that would be needed for an appeal; and/or
  - not to appeal to the awarding body.

Students **cannot** appeal against their school or college's centre assessment grades and position in the rank order for the following reasons:

- the appeal would have to be undertaken by someone better placed than the student's teachers to judge the grade they would likely have received if the exams had taken place – in the unique circumstances of this summer Ofqual do not believe there is any such person
- an appeal would also require students to have access to the information their school or college put forward before being submitted to exam boards. This may compromise the reliability of this year's approach.
- if one student successfully appealed against their position in the rank order, it would have negative implications for other students who would, in turn, need to be given an opportunity to appeal.

### 2. Autumn exam series:

Exams this autumn will provide an opportunity for students seeking to improve their grade. The autumn series will be limited to students who had been entered for exams this summer. Students who would normally be entitled to take GCSEs in English language and Maths in November will also be able to take exams in those subjects. **Note that**, the autumn exam results will not overwrite the summer exam results, and both results will stand.

The exam series this autumn will offer the full suite of GCSE, AS and A Level exams. Ofqual's decisions about the exam series have been confirmed as follows:

- The same number and format of exams as in any normal series.
- No non-exam assessment (NEA). Grades will be awarded based on student performance in the exams only. The exception is art and design where we will set a new task that students complete under supervised conditions.
- Reviews of marking and appeals will be available as normal.
- Replacement certificates showing the higher of summer or autumn grades will be available for students who request them.
- Students with endorsements from A Level Sciences and Geology, and GCSE English Language, should be able to carry these forward to the autumn series.

The **timetable** will run as follows:

- GCE AS and A-level examinations start on Monday 5 October and finish on Friday 23 October.
- GCSE examinations start on Monday 2 November and finish on Monday 23 November.

The deadlines for entry are:

- (GCE AS & A-level) – **4 September**
- GCSE (except English Language and Mathematics) – **18 September**
- GCSE (English Language and Mathematics) – **4 October.**

**Note that, no entries will be made after these deadlines have passed.**



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### **Subject access requests for student centre grades and rankings**

Students wishing to know their centre assessed grades and rank for their subject(s) should submit a subject access request. This is the right of an individual to have access to their personal data. The request to access this data can be made verbally or in writing to The Head of Centre, supported by the exams officer and data protection officer.

Requests can **only** be made by the student themselves, and not by a parent on behalf of a student.

Requests can be emailed to the Data Protection officer at: [DPO@petcheyacademy.org.uk](mailto:DPO@petcheyacademy.org.uk)

### **Certificates**

Certificates will be available for collection from 30<sup>th</sup> November, 2020. The certificates **will not be** sent via post and **must be** collected in person at the academy. If a candidate is unable to collect certificates in person, a consent form must be signed and presented by the representative upon certificate collection. **IMPORTANT:** The certificates will be kept for **one year** only from the date of issue (October). All the uncollected certificates will be destroyed. The candidates will then be responsible for requesting replacement certificates directly from the exam boards and cover the fees. **No further notifications will be sent.**

### **Data Protection**

**Important information:** all the relevant personal data (name, date of birth, gender), together with the examination results and outcomes of any reviews of marking, reviews of moderation and appeals will be transferred to the awarding bodies for the purpose of examining and awarding qualifications. Please, ensure that you read the enclosed JCQ document: *Information for candidates – Privacy Notice, General and Vocational Qualifications*.

Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of an individual's achievements.