



Westcliff High School
for Boys

**RESULTS, APPEALS & SIXTH
FORM REGISTRATION
PROCESSES 2020**

(EXCEPTIONAL CIRCUMSTANCES: COVID-19)

Foreword

This document has been prepared using information from Ofqual, JCQ and Awarding Bodies to help students and parents navigate through the exceptional circumstances surrounding the Summer 2020 GCSE and A Level Awards. Please read this document carefully to ensure that you understand the arrangements. Remote results days and sixth form registration is a new process for the School and students' and parents' patience would be appreciated if responses take a little longer than usual. We shall, of course, prioritise matters relating to university entrance and, for GCSE students, Sixth Form admissions.

Introduction

This document covers arrangements for A Level and GCSE results and there is also a section which outlines the process for Sixth Form Registration following GCSE results.

In order to maintain social distancing, the School will be sending A Level and GCSE examination results to students' School email addresses as soon as possible after 8.00 am on the relevant Results Days. We advise students to check that they are able to access their School email account in advance of Results Days. If a student has not received his/her results by 9.00 am, please contact Dr Machacek (machaceka@whsb.essex.sch.uk). Students were previously advised regarding these arrangements via their School email on 5 June 2020 (for GCSE) and 8 June 2020 (for A Level).

Please note that any queries about results must also be done via the student's School email address. Administrative queries should be directed to Mrs Economou, the School's Examination Officer (economoua@whsb.essex.sch.uk) in the first instance. Please note that all results day processes will be done remotely and using online forms which will be monitored throughout the day.

It is unfortunate that students will not be able to attend school to celebrate results with their friends and teachers as would normally happen, however this decision has been made with student and staff safety in mind. We hope that this does not detract from the hard work that students have put into their studies and that they are still able to enjoy the day.

Arrangements for Results Days

The School's Senior Team and senior pastoral staff will be available to discuss results and to offer support where required. Students may contact us by telephoning the School and a member of the relevant pastoral team will call back. Students can also email the Sixth Form Pastoral Office (sfpo@whsb.essex.sch.uk) and a member of the relevant pastoral team will respond. If a student wishes to come into School to discuss his/her concerns, please attend between 10.00 am and 2.00 pm and a member of staff will be available to meet with the student. Please note that the School shall need to retain social distancing precautions and students' patience will be appreciated.

GCSE students must complete the online enrolment form (<https://whsb.wufoo.com/forms/whsb-sixth-form-enrolment/>). Students who do not intend enter the Sixth Form at WHSB should also complete this form to inform the School of their intentions.

Concerns about results: some common questions relating to autumn examinations and appeals

The section below provides students with the answers to some common questions which might arise following the publication of examination results.

What if I think I could have done better if I had sat my examinations?

You cannot appeal your grade because you think you would have done better in your examinations. If you would like to improve your grade, you will have the opportunity to do so in the Autumn Examination series. The Autumn series runs from Monday 5 October to Friday 23 October for Advanced Level Examinations and Monday 2 November to Monday 23 November for GCSE Examinations. Entry fees are applicable for the autumn examinations, and will depend upon the examination board, subject and level. There will be funding available for those students in receipt of Pupil Premium funding or Sixth Form bursaries.

Please note the following:

- You do not need to sit all subjects; you can choose which subjects you wish to sit. You will, however, need to sit all examination for those subjects;
- If you choose to take an exam in the Autumn series, the grade awarded in August and your Autumn Examination grade will stand and you can use the higher grade;
- The format of the papers will be the same as the cancelled Summer Examinations, however there will be no non-examination assessments or coursework (except for Art). Results from any previous Non-Examination assessments (NEAs) or coursework will also not be carried over.

To apply to sit any examination in the Autumn series, you will need to contact Mrs Economou either by telephone or email (economoua@whsb.essex.sch.uk). GCSE pupils should speak to Mrs Economou when they return to School in September regarding entries for Autumn examinations. However, this must be done before the deadlines below in order to allow the School to process your application and submit your entry to the awarding body on time. Once you have been entered, you will be provided with a statement of entry and an examination timetable. You must check these carefully for error. Entry fees are applicable and must be paid via *ParentPay*. The fees for each entry will be available from Mrs Economou. An entry will not be made without both the completed form (available from the Examination Officer), and payment received before the School's entry deadlines.

The School's entry deadlines will be: Advanced Level – 1 September 2020 and GCSE – 15 September 2020.

The results from the October and November examinations will be released on the following dates: A Level: Thursday 17 December 2020 and GCSE: Thursday 28 January 2021.

What if I think there might have been a mistake when the School submitted my centre assessment grade?

The School can undertake a **clerical check** to ensure that the correct data (centre assessment grade and position in rank order) was submitted to the examination board(s). In order to request a **clerical check**, you should email Mrs Economou (economoua@whsb.essex.sch.uk) using your School email address by Wednesday 19 August 2020 (for A Level) and Wednesday 26 August 2020 (for GCSE). Please ensure that you put CLERICAL CHECK in the subject line of the email and indicate clearly for which subject(s) you require a clerical check. The School will endeavour to conduct the clerical check within five working days and the outcome will be communicate to you via your School email.

What if I think the examination board might have made a mistake when calculating my grade?

You may ask the School to seek any information the awarding body holds in relation to how your final grade was calculated (**calculation check**). The School will only consider undertaking a calculation check if the School's centre assessed grade differs to the final grade issued by the awarding body. As you will appreciate, the School will be examining final grades across all subjects and how they were calculated. We will review grades where we think an error may have been made by the examination board(s).

In order to request a **calculation check**, you should write to the Headmaster (as Head of Centre) to request this by Wednesday 19 August 2020 (for A Level) and Wednesday 26 August 2020 (for GCSE). Requests should be emailed to Mr Williams (Deputy Headmaster) at williams@whsb.essex.sch.uk. Please put **CALCULATION CHECK** in the subject line of the email and indicate clearly for which subjects you are requesting a calculation check. The School will consider your request and respond via your School email within ten working days.

I would like to know my centre assessment grades

If you would like to know your centre assessment grades, you are asked to email Dr Machacek (macheceka@whsb.essex.sch.uk). Your centre assessment grades will be sent to you within five working days of your request. Please note that requests for centre assessment grades must be received by Wednesday 19 August 2020 (for A Level) and Wednesday 26 August (for GCSE). Centre assessment grades will be sent to your School email address. Please put **CENTRE ASSESSMENT GRADES** in the subject line of the email.

What if I do not agree with the centre assessment grade awarded by the School?

The School, following an extensive and rigorous process at departmental, pastoral and whole school level, submitted the grades it believed you were most likely to achieve if the usual examinations had gone ahead. Ofqual stated that students are unable to appeal against centre assessment grades. Ofqual explain that any appeal would have to be done by someone better placed than your teachers to judge your likely grade if examinations had taken place – as examinations were cancelled, Ofqual do not believe that there is such a person.

If you have concerns about bias, discrimination or any other factor that suggests that the School did not behave with care or integrity when determining your centre assessment grade you should first raise these concerns with the School by writing to the Headmaster as Head of Centre. Such concerns will be dealt with under the School's Complaints Policy, a copy of which is available on the School website. Any concerns should be raised by Friday 28 August 2020 in order to allow the School sufficient time to process the information prior to the deadline for appeals which is 17 September 2020.

Further information can be found at <https://www.gov.uk/guidance/your-results-what-next>