



23 July 2021

Dear Students, Parents/ Carers

Year 13 and Year 11 Results Days & Appeals Process

As this unique term and academic year draws to an end, I write to remind you of the pending results days in August for our Year 13 and 11 students. Even though the examination series did not proceed as normal this year due to the pandemic, grades were determined through teacher assessments and are currently being externally quality assured, to be awarded in August. This letter serves to inform you of the process for the collection of grades. It also signposts information to explain the different appeals process this year.

Year 13 Results – TUESDAY 10 AUGUST (arrival from 0830)

Results will be available for collection from 0830 to 1100 on Tuesday 10 August. Students can arrive at reception to make their way to the ILC to collect their results. Please note, results cannot be released before this time due to a change in the regulations and this may be different to a previously published time.

Staff, including Lindsay Evans our careers advisor, will be available on the day to offer support and advice as necessary, as well as to help with the clearing process if this is required.

If unavailable to collect results on this day, please advise Ms Rothwell or Mr Ackland of where to send results, if different from your registered address. Alternatively, if you would like us to release results to a named person you must provide written instruction to do so in advance.

Year 11 Results – THURSDAY 12 AUGUST (arrival from 0900)

Results will be available for collection from 0900 to 1200 on Thursday 12 August. Students can arrive at reception to make their way to the ILC to collect their results.

Once results are collected, staff will be available to offer support and advice. Students who have applied to Hampstead 6th form will be directed to talk through their results and choices with a member of staff and a letter directing them to do so will be included in their results envelope. All meetings will take place in rooms in the West Building from the ILC.

1 of 2 Pages

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Lindsay Evans our careers advisor will also be available on the day to offer support and advice as necessary.

If unavailable to collect results on this day, please advise Dr Hadley, Ms Farr or the exams office of where to send results, if different from your registered address. Alternatively, if you would like us to release results to a named person you must provide written instruction to do so **in advance** and send this to the exams office at Hampstead School. You can email exams@hampsteadschool.org.uk if necessary.

Appeals Process

With the altered assessment of grades this year there is also a different appeals process. In the main, this process is also administered by the school, with recommendations being made to awarding bodies if appeals should be upheld and corrections made. It must be emphasised an appeal can result in a grade **not changing, going up or going down**.

In the first instance, **Stage 1**, appeals are made to the school to run and check that there has been no administrative mistake in the reporting of grades to examination boards. A mistake would result in a recommendation to the exam board to correct the grade. At Stage 2, if you still believe your grade to be incorrect, you can ask the school to submit a formal appeal on your behalf to the exam board, where the board will investigate whether the written process in arriving at your grade was followed correctly. The application for an appeal needs to detail where you consider the mistake is or where due consideration has not been made in arriving at your grade. In short, you are appealing about the procedure of arriving at your grade which if the board upholds may result in your grade changing.

Further information and details of what and how to appeal are all included on a link on the schools website, under the **Exams Page**. Here you will find documents detailing the school's Centre Assessment Policy for the awarding of grades in 2021, some useful links to the Joint Council for Qualifications (JCQ) guidelines and information regarding the examination process and appeals procedure for this year. All the forms required in submitting an appeal are also posted but these will also be available on the results days if necessary, as will staff who will be able to advise.

May I take this opportunity to thank you for your support over this last academic year and particularly during the recent assessment process. We look forward to celebrating some excellent results in the Summer.

Yours faithfully



Dr Adam Hadley
Acting Deputy Head