

1st July 2024

Dear Parents/Guardians of Year 13 students,

Sixth Form Results 2024

I hope this letter finds you well and that your child is making the most of the time they have following the end of Year 13. I am writing to give you more information on the current plan for results day and the appeals process.

A-Level/BTEC Level 3 results day is Thursday 15th August. Students are welcome to come to school to collect their results in person from 10am to 12 noon on this day. Members of staff will be on hand to give out the results envelopes and answer, as best we can, any queries you may have. For any students that are unable to make it in on results day, we will post the individual results information out in the next first class post.

We understand the importance of these results and the impact they have on your child's future. We aim to ensure that the collection process is as smooth as possible for both students and parents/carers.

Details of the appeals process following the receipt of your child's results can be found overleaf.

Please do not hesitate to contact us in advance if you foresee any issues with the collection or have any inquiries regarding the process. We appreciate your cooperation and understanding throughout this process and wish your child the very best with these results. We hope that they reflect the hard work and dedication that has been put into the academic year. Should you have any questions or require further information, please feel free to contact me via email on sgill@sdcc-smhc.net.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Gill'.

Mr Stephen Gill

Deputy Headteacher

Anita Frier, Headteacher

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What is an appeal?

If you think an awarding body has made an error on a review of results (review of marking or moderation) or not applied its procedures consistently, properly or fairly, it's possible to submit an 'appeal'.

Please note that if you are unhappy with a result, you first need to submit a review of results and receive the outcome before you can submit an appeal.

What is the deadline for submitting an appeal?

Appeals must be made within:

- 30 calendar days of receiving the outcome of a review of results (clerical re-check, review of marking or review of moderation)
- 14 calendar days of receiving a reasonable adjustment or special consideration decision
- 14 calendar days of receiving a malpractice decision. Requests for a review of other administrative decisions must also be received within 14 calendar days of the original decision. Awarding bodies will not usually accept appeals after these dates.

What is the process for appeals?

There is generally a two-stage appeals process:

- Stage One – the preliminary appeal – the case will be reviewed by a member of the awarding body who has not had any previous involvement with or personal interest in the matter.
- Stage Two – the appeal hearing – the case will be considered by a panel which will include at least one independent person.

At each stage, the appeal will either be upheld, not upheld or partially upheld. An awarding body will send the centre or private candidate an outcome letter for each appeal once a decision has been reached.

How long will it take an awarding body to conduct an appeal?

Awarding bodies will process:

- Preliminary appeals (Stage One) within 42 calendar days of receipt of a valid application.
- Appeal hearings (Stage Two) within 70 calendar days of receipt of a valid application.
- Reviews of other administrative decisions within 42 days of receipt of a valid application.

Awarding bodies try to process appeals as quickly as they can.

How can I submit an appeal?

If you wish to submit an appeal please send an email to myself, Mr Stephen Gill on sgill@sdcc-smhc.net in addition to the Campus Examinations Manager, Mr Daniel Smith on dsmith1@sdcc-smhc.net, detailing the reason that you feel that there are grounds to appeal. We will then review the information provided and explain the next steps