

10 June 2021

Dear Parents and Carers

This letter gives you important information now that the learning and the assessments for qualifications have finished and the next steps in the process of your child receiving a grade in each of their subjects. From the outset our approach has been to give every young person the best chance possible to achieve their potential. We have ensured that there was regular communication with parents and there has been opportunity for students and parents/carers to raise concerns and make us aware of individual circumstances.

Our [centre policy](#) has been approved by exam boards and Westfield staff are now undertaking rigorous internal moderation and standardisation. In addition, we are engaging with external quality assurance required by exam boards and published national guidance to submit grades that fully reflect the achievement of our students.

If you believe there are any additional mitigating circumstances that you would like us to consider at this stage, please contact the school directly using this [link](#). The deadline for this is **Wednesday 16 June**.

How can I appeal?

If your child wishes to appeal their grade this summer a detailed process has been put in place by the exams regulator.

Please note: At any stage of the appeals process a student's grade(s) could go up or down. If the appeal process decides that the submitted grade was too high, students will not be able to keep the higher grade. We will require students to sign a declaration saying that they understand this before they submit an appeal.

There is the option to appeal a grade on the following grounds:

1. Administrative error – you think Westfield Academy has submitted the wrong grade for you.
2. Procedural error- you think Westfield Academy did not follow the process correctly.
3. Error of academic judgement – you do not think the grade submitted reflects a reasonable judgement on either the evidence that was used, or the grade arrived at.

If you are considering an appeal you must contact the school. No appeals will be accepted by the exam boards from parents or students. All appeals will first be processed as a centre review. Details of how to request a centre review will be included with your results.

We have a dedicated email for initial queries regarding possible appeals and resits.

exams@Westfieldacademy.co.uk .The final deadline for any appeals is **3 September 2021**.



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Following the outcome of the centre review, students can choose to take forward an appeal to the exam board(s), which we will do on their behalf. You may be asked to provide detailed reasons why you believe the grade awarded was wrong.

If an appeal is made on the basis of academic judgement, it is important to understand that grades will only be adjusted if an independent reviewer believes that it is an unreasonable exercise of professional judgement, not that any other grade or mark would have been reasonable.

Students will also have the opportunity to resit any GCSEs in the autumn. Before considering any resits it is important that you contact the school.

GCSE results day is **Thursday 12 August**. We will send you further details shortly.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M Reid', with a stylized flourish at the end.

Mr M Reid
Deputy Headteacher