



# Guide for Students and Families

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Sharing how grades are being reached  
Your chance to raise concerns

## 02 AT THE END OF THIS HALF TERM

Finalising grades  
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External checking processes

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Thursday 12th August - GCSE and KS4

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What kinds of enquiries can be made  
How to make an appeal  
What information you would receive

### KEY CONTACTS

For The Minster School  
Mr A Greer (Exams Officer)  
[exams@minster.notts.sch.uk](mailto:exams@minster.notts.sch.uk)

For National Church of England Academy  
Examinations Office  
[exams@nationalacademy.org.uk](mailto:exams@nationalacademy.org.uk)



## 01 ... NOW

- Assessments are continuing to build up the evidence to help award each grade. Keep working hard and preparing well.
- **Grading protocols** will be published on each school website for every qualification. These tell you which assessments and evidence are being used to reach the final grade in each subject.
  - Grading protocols at National : [A Level grading - National](#) ; [GCSE grading - National](#)
  - Grading protocols at Minster : [Minster Exam information page](#)
  - You can review this information and then raise questions if you think there is a problem in your individual case. Use the table below to help ...

Should I raise a concern?	
Yes	No
I completely missed the learning for an assessment	I don't like the style or content of assessments
I was seriously unwell during an assessment	The assessments were hard
I was badly affected by the recent bereavement of an immediate family member	I don't think I did very well and I could have done better
I didn't know there was going to be an assessment before it happened	

- To raise a concern contact the **exams department** at school by email (see front page) - make sure you include the specific subject and assessment causing concern. You need to do this by **Friday 28th May**.
- The school will decide whether there needs to be an adjustment based on each situation and in discussion with individual subject teachers.



## 02 ... AT THE END OF THIS HALF TERM

- All students in years 11 and 13 will finish attending school for the academic year. The leaving date for most is **Friday 28th May** (except Minster year 11 who finish on Thursday 27th May).
- Teachers will use the evidence identified in the Grading Protocols to reach a final grade for each student
- The grades will be checked carefully in school to make sure the processes have been followed carefully. This includes:
  - Applying any grade adjustments due to individual circumstances;
  - Making sure any students who are allowed extra time, a reader or other access arrangements have had this considered;
  - Checking all identified evidence has been considered;
  - Making sure the final grade reflects the evidence.
- All the grades will be submitted to the exam boards by the school.

## 03 ... BEFORE THE GRADES ARE ISSUED

- The exam boards and external regulator will also carry out checks on the grades submitted by every school.
- If they are concerned about the process a school has used or the grades it has submitted they will undertake a review **before the grades are issued** on results days.

## 04 ... RESULTS DAYS

- **Tuesday 10th August** : A Level and KS5
- **Thursday 12th August** : GCSE and KS4

Minster and National will each provide students and families with details of how and when to collect results nearer the time.



## 05 ... AFTER THE RESULTS

- If you think a grade is incorrect you can ask for a **centre review** in school to check things out. The school will check to make sure the correct grade was submitted to the exam board. **The grade could go up or down if a mistake is identified.**
- Before you ask for a review you should make sure you have looked at the centre grading policy (on the website) and the grading protocols.
- Having reviewed these documents, if you still think there is a problem use the table to help decide whether to ask for a centre review:

Should I ask for a centre review?	
Yes	No
The grade seems to be really different from my usual performance.	I am concerned I didn't do that well in one of the assessments (this should have been raised before grades were submitted).
I think an administrative error might have occurred.	I think I should have been assessed differently.



## 05 ... AFTER THE RESULTS

- To make a request for a centre review you must email the exams team (see contacts on the first page) with the following information:
  - Full name and tutor group of student
  - Qualification and subject being queried
  - Reason for centre review
- If your response qualifies for a centre review you will receive a response detailing result of assessments used to reach the final grade. This will be within **5 working days**.
- Once your request for a centre review has been processed you will receive back:
  - Confirmation that the grade awarded was correct OR the corrected grade
  - Details of the individual assessment outcomes used to decide the final result
  - Any adjustments made in reaching the final grade (for example because of absence or illness)
  - Any arrangements applied to help the student take the assessments (where relevant). For example, extra time, a reader, enlarged papers.
- In very unusual circumstances it may be that there are still concerns. If this is the case you should contact the exams team at your school and they will discuss making an appeal to the exam board.



# Timeline reminder

Deadline to raise individual concerns about evidence to reach grades.

**FRIDAY 28TH MAY**

Results issued to students by exam boards

**TUES 10TH AUGUST - KS5**  
**THU 12TH AUGUST - KS4**



**FRIDAY 28TH MAY**

Leaving date for year 11 and 13. (Thursday 27th for year 11 at Minster) Grade decisions being made in school

**AFTER RESULTS**

Any initial centre reviews raised in school with the exams department - 5 working day response

More information is available in the "Student Guide to Awarding" recently published by Ofqual - [CLICK HERE](#)