Dear parent/ carer

**Important information for results and appeals Summer 2021**

Please find attached to this letter two important documents that need to be kept safely as they will be needed by your child on results day.

**Document 1 - Sandwell Academy TAGs Summer 2021** is a print out of all the individual assessment grades that were used as evidence by the Academy in calculating a final subject grade. At this stage of the process, we have been instructed by JCQ and the examination boards not to share the overall final grade with the student but can share these individual assessment grades.

On results day, students will be provided with two additional documents, namely:

* The overall grade submitted by the Academy to the examination boards.
* The overall grade, for each subject, awarded by the examination board representing your child’s final grade.

These three pieces of information will help a student to decide whether there are grounds for appeal.

First students will need to check both sets of overall grades. If the grades match the examination board has correctly processed the grade submitted by Sandwell Academy. This shows that there has been no administrative error.

Secondly, students need to check their individual assessment grades against their awarded grades to satisfy themselves that Sandwell Academy submitted the correct grade.

If there are errors/concerns at this stage a stage 1 appeal needs to be submitted. Please note an error in academic judgement (stage 2 appeal) can only be requested upon the completion of a stage 1 appeal.

It should be noted that there must be good evidence for an appeal and that an appeal should not be requested because the student does not like the grade. There needs to be a separate appeal submitted for any subject grade that is challenged.

**Document 2 – Summer 2021 Results, Appeals and Certificates** provides details of the results and appeals process. This document gives the key dates related to results and appeals and outlines where information will be shared. In advance of results days it is important that students know all of their log in details and know where to access information.

Please note that all this information is additionally shared on the Academy website [www.sandwellacademy.com/page/exams](http://www.sandwellacademy.com/page/exams)

We hope you have an enjoyable summer and wish you all the best for the examination results that will be published on the 10 August (A Level/ Level 3) and 12 August (GCSE/ Level 2).

Yours sincerely

Exams Office Sandwell Academy