

16th July 2021

Dear Parent/Carer/Student,

Re: Year 11 Exam Results Collection

I am writing to explain the process for receiving your results this summer.

Your teachers have collected evidence of your hard work in every subject area; this evidence has been shared with you and you have had opportunities to complete further work towards a Teacher Assessed Grade in your final months in school. Teachers have used this evidence to come to a professional judgement of your final grade. All of these grades were submitted to the Exam Boards who will be awarding your certificates this summer.

Crestwood have sent a sample of your work to the Exam Boards along with copies of our policies and procedures. The Exam Boards have confirmed that we have followed all of our processes fairly and in accordance with the JCQ guidelines. The Exam Boards will therefore be issuing your exam results based on the Teacher Assessed Grades we submitted.

On **Thursday 12th August** you are being invited to collect your statement of results at the following times:

09.00 – 09.40 11KF & 11WG

09.40 – 10.20 11JR & 11KO

10.20 – 11.00 11EE & 11JW

The procedures for collecting your statement of results on the day are outlined below:

1) SIGNING IN

- On arrival please sign in at Reception.

2) COLLECTING RESULTS

- Enter the hall to collect results.
- Attend in person where possible.
- If you are unable to attend in person, and someone else will be collecting results on your behalf, they will need a signed letter giving them permission to do so. They will also need some form of identification e.g. driving licence, passport.
- If you cannot arrange for someone to collect your results you must get in touch with us as soon as possible so that we can arrange an alternative. Please email djones@crestwood-s.dudley.sch.uk from your student email address on SPACE.

3) COMPLETE PAPERWORK

- You will need to sign to confirm you have received your statement of results and where you intend to go in September e.g. college, work etc.
- We will also need your personal email address so that we can contact you in the Autumn Term to collect your certificates. Your SPACE and school email accounts will be deactivated in September.
- It is important that you carefully check your results on collection. If you think there has been an error you will need to **make this known to staff on the day**. We will check for any admin errors and process them accordingly.
- If you feel your grade issue has not been resolved we will submit an appeal on your behalf to the relevant Exam Board. The Exam Board will then check that we have followed our process as outlined above and confirm your grade based on the teacher evidence submitted. You may not receive an outcome for this until September. Please be aware when appealing your grade may go up or down.
- If your grades are stopping you from getting onto your intended college course, we advise you to call the college immediately and discuss your options. We can help and advise you in school on the day.

4) AUTUMN EXAMS

- If you are unhappy with your results and wish to sit exams for any of your subjects there will be an opportunity to come back to Crestwood in the Autumn Term to do so.
- Any grade achieved in these exams will permanently replace your Teacher Assessed Grade, even if they are lower.
- If you wish to be entered for Autumn exams we ask that you sign up for these in person when you receive your results.
- If you do sign up to sit exams and fail to turn up you will be liable for the full cost of these exams so please make this decision carefully. It will be your responsibility to inform your employer/college and request the time off.

5) INVICTUS 6TH FORM APPLICATIONS

- If you have applied for Invictus 6th Form please see Mr Dowd after collecting your GCSE results.
- Mr Dowd will give you your official acceptance letter. If your place is not confirmed we will support you when planning your next steps.

6) SIGNING OUT

- On departure please sign out in the canteen.

After collecting your results, if you have a query which hasn't been resolved in school, please email all of the relevant details to 2021@crestwood-s.dudley.sch.uk. Our team will seek to resolve any issues in September.

We wish you all the very best and look forward to seeing you on Thursday 12th August.

D. Jones
Exams Officer