

12 August 2020

Dear Parent/Guardian

I am writing to confirm our plans for Year 11 on Thursday 20 August 2020, and provide guidance on post results services this year:

### Results Day

The results will be available at school between 10.00am and 11.00am.

In line with current government guidance, social distancing measures mean that results will be given in three locations across the school. Please see below for where students will need to collect their results:

### GCSE Results Day - Thursday 20 August - 10.00am - 11.00am

- Surnames A- G                      Sixth Form Common Room
- Surnames H- P                     Main Hall
- Surnames Q-Z                     Lower School Hall

Please note this represents a small change from the letter sent in summer term.

**Should you or someone in your household have coronavirus symptoms (COVID-19) please do not come onto school site. Instead please phone reception so that we can arrange safe delivery of your results.**

**Please also note that in line with current government guidance, parents are not allowed on site unless they have a pre-booked appointment.**

Advice and guidance from staff will be available to students on Thursday 20 August 2020 and Friday 21 August 2020 (am only) in the Sixth Form study area.

Please be aware that, due to social distancing requirements, there may be a longer wait than usual to speak to someone, and we will ask you to wait outside. The meeting will take place seated side-by-side / with both parties wearing masks.

If a student is unable to collect their results in person they can ask a nominated adult to collect their results. They will need to have a signed letter from the student giving permission and photographic identification. Any results not collected, will be posted home after 1.00pm. Student results will also be shared via InTouch on the same day.

We will not release results to third parties under any other circumstances.

### Post Results Services

Results this academic year were calculated through a centre assessed grade process. The process is described here: <http://www.maidenerleghschool.co.uk/attachments/download.asp?file=1772&type=pdf>

To receive a copy of the centre assessed grades which were reported by Maiden Erlegh School, please make this request by completing the survey below. Please note that requests can only be accepted from students.

<https://www.surveymonkey.co.uk/r/8YFV9T6> (Please note this survey will open on 20 August)

We will aim to respond to these requests by Friday 4 September, Centre Assessed Grades will be published via SIMS InTouch.

### Appeals

If you feel that there has been an error made, students have the right to:

- ask their centre to check whether they made an error when submitting a centre assessment grade and including them in the centre's rank order
- ask their centre if the school believes an exam board has made a mistake when calculating, assigning or communicating a grade.
- raise a complaint to their centre if they have evidence of bias or that they were discriminated against.

In the event that the centre has made an error in submitting a grade, or the school believes that the exam board has made an error in calculating/assigning or communicating a grade, then the school will submit an appeal to the relevant exam board.

Students cannot appeal against their school centre assessment grades and position in the rank order.

Further detail can be found in the following Ofqual document:

<https://www.gov.uk/government/news/ofqual-gcse-and-a-level-consultation-outcomes-and-autumn-exam-series-proposals>

If you wish to raise a query as outlined above, please email [mesexamqueries@maidnerleghtrust.org](mailto:mesexamqueries@maidnerleghtrust.org).

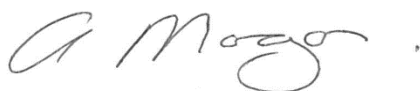
We will aim to respond to these queries in writing within 5 working days.

### Autumn Exam Series

If you would like to enter your child to sit their GCSE/s in the autumn exam series, please complete the application form, which can be found at the end of this letter, and also on the school website.

**Please note that additional lessons/study workshops will not be offered to support autumn exams.**

Yours sincerely



Mrs A Morgan  
Senior Deputy Headteacher



# MAIDEN ERLEGH

## SCHOOL

Headteacher: Mr P. Gibson  
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### **APPLICATION FORM FOR GCSE EXAMS** **AUTUMN 2020**

Please complete the form below in block capitals

#### **USE ONE FORM PER SUBJECT.**

<b>NAME</b>	
<b>TUTOR GROUP</b>	
<b>CANDIDATE NUMBER</b>	

You will be able to find necessary information on your subject results slips.

**DEADLINE FOR ENTRIES:**  
**18 September 2020 @ 9.00am**

<b>LEVEL</b>	<b>GCSE</b>	
<b>SUBJECT</b>		
<b>EXAMINATION BOARD</b>		
<b>OVERALL SUBJECT CODE</b>		<b>FEES</b>

**I agree to the Examinations Officer making these entries and I promise to pay the appropriate fees. Cheques made payable to 'Maiden Erlegh School'.**

Signed: \_\_\_\_\_  
(Student)

**Total Fees**

**Examinations Officer  
Use Only**

Signed \_\_\_\_\_  
(Parent/Guardian)

Date: \_\_\_\_\_