



## The Macclesfield Academy

Dear Parent,

18<sup>th</sup> June 2021

### **Re: Teacher Assessed Grade (TAG) information for parents (Year 10 and Year 11)**

We have reached a milestone today in the TAG process, with all grades submitted to Awarding Organisations (AOs, also known as exam boards)) today.

As a reminder of the process so far, we have

- Written and published a Centre Policy to explain how we have decided on TAGs for students
- Explained what evidence we will use as a school with students. This will be published in full for parents and students
- Asked parents and students for mitigating circumstances and taken this into consideration when assigning grades
- Asked students and parents for requests for 'access arrangements' e.g. scribes in lessons for SEND students with particular needs and acted upon these requests
- Completed bias training as a staff body to ensure grades judgements are made without bias
- Engaged in standardisation, moderation and blind marking activities
- Collated all grades which have been quality assured by Senior Leaders and then by the Headteacher and Mr Reed (Deputy Head)
- Collected and stored all evidence for students grades

Now that TAGs have been submitted to the Awarding Organisations, our next priority is to explain the appeals process to parents and students. Appeals will initially be run by schools with a follow up process run by the AOs. As we are an 11-16 school undertaking GCSEs and equivalent qualifications, we are *not* part of the 'priority appeals' process. This system is designed for Post 16 students applying to Universities. As such, much of the work regarding appeals will be completed once we have returned to school in September, meaning we have teachers available to confirm evidence bases, grades etc.

I will write later in the year with the fine detail of what the appeals process will be and make sure parents and students have a clear understanding of how to appeal and what is involved. It is vital to understand that appeals can change grades upwards but also downwards.

Appeals in phase one (school led) are based around two criteria:

- Administrative error i.e. was the incorrect grade submitted to the AO?
- Procedural error i.e. was the Centre Policy followed correctly?

If an appeal is made and these two criteria have been correctly met by the school, parents and students can then apply to the exam board to appeal that the school 'made an unreasonable exercise in academic judgement in the choice of evidence from which they determined a grade and/or in the determination of a grade from that evidence'.

I hope this helps to start to explain the appeals process and our next steps. If you are unsure and want clarity on any of the above, please do contact Mr Reed in the first instance at [paul.reed@macclesfieldacademy.org](mailto:paul.reed@macclesfieldacademy.org). We have attached the JCQ guidance for students and parents to explain the appeals process in more depth.

Thank you as ever for your support.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'M Galvin', with a long horizontal flourish underneath.

Mat Galvin

Headteacher