

13 July 2020

Student Name
Address 1
Address 2
Address 3
Postcode

Dear Student,

KS4 Results Day – Thursday 20 August 2020

We are looking forward to welcoming you into the Academy on 20 August 2020 to collect your results and enrol into Sixth Form. You will also have the opportunity to collect your yearbook. This year, due to Covid-19 and social distancing measures, it has been necessary to implement an appointment based system. We have taken every measure to ensure your safety during this visit, please do not come to the Academy if you are displaying any Covid symptoms.

Your appointment time is: [time]

Your appointment venue is: [venue]

In the interest of staff and student safety, it is important that you adhere to the following instructions whilst on site:

- Arrive at the Academy at your appointment time through the main front gate
- Come into the Academy alone, we are sorry that parents and other family members will not be permitted on site this year
- Sanitise your hands and adhere to social distancing measures
- Observe the clearly marked one-way system in place
- Collect your results from your allocated zone
- Proceed to your allocated enrolment area to enrol to the TLA Sixth Form
- Ensure you have completed the pre Sixth Form Enrolment Form and bring it on the day (enclosed with this letter)
- Leave the Academy site through the allocated Green Drive exit

If you are unable to attend the Academy on this day you can obtain your results in the following way:

- **Post Home:**
Any results not collected by the end of the day will be posted home to students, however, if you already know you will not be attending due to shielding or other reasons please email exam.office@langleyacademy.org to confirm you wish your results to be posted.
- **Authorise someone to collect on your behalf:**
Please email exam.office@langleyacademy.org from your school email account naming the person you authorise to collect your results; this can be a friend or relative. Please note

only one person will be permitted on site. On results day the nominated person MUST bring a form of ID to confirm who they are. Results will not be given out without your written consent.

Please note that results cannot be given out via telephone or email.

We very much hope that you will be able to come into school to collect your results. On the day, Academy staff and Adviza will be on hand in school to support with next steps. For your convenience, we have put together a list of FAQs below that includes additional guidance around the day and an infographic explaining the centre assessment grading process.

The National Careers Service has also set an exam results helpline during August 2020. Young people or their parents can contact the helpline on 0800 100 900 to speak to a professionally qualified careers adviser if they need advice on their next steps. The helpline will be open from 8am to 10pm from Thursday 13 August until Friday 28 August. After these dates, young people will be able to access ongoing support from the National Careers Service at any time by calling 0800 100 900, visiting nationalcareers.service.gov.uk/contact-us.

We understand how unsettling the past few months have been for you and would like to remind you that we are here to support you beyond results day, and further support can be arranged by contacting Ms Howard on exam.office@langleyacademy.org. We hope you have a relaxing and productive summer and look forward to seeing you on results day.

Yours sincerely

J Howard

Exams Officer

Exams and Results - Frequently Asked Questions

How have my Results been calculated?

Following guidance from Ofqual, the exam regulator, your teachers have been asked to look at all evidence of work, including coursework, mock exams, assessments, general records and performance throughout each course and produce an estimated grade. These grades have now been sent off to the exam boards. Exam boards are now analysing all the information in order to assign grades to all pupils.

Can I discuss individual subject grades with my teachers?

No, this information is confidential. Ofqual guidelines state teachers are not allowed to inform students what grade or rank they have submitted, as exam boards could increase or lower results where they see fit.

What if I disagree with my Results?

We will not be able to discuss individual grades on the day however, information regarding the options available to you will be included in your results pack. There will be a chance for students to sit exams in Autumn 2020 should they not be satisfied with the result they receive. Ofqual have confirmed that the usual appeals process is unable to happen this year as there are no exam scripts to review or mark. In exceptional circumstances, should a student believe the process was not followed correctly in their case, they should contact Ms Howard by email on examsoffice@langleycademy.org.

If I choose to sit an exam in Autumn 2020, will my NEA (non-examined assessment) still count?

With the exception of art and design, exam grades will be based on exam performance alone, with no non-exam assessment (NEA).

What if I have not met the entry requirements for my chosen Sixth Form course?

You will be able to discuss this with a member staff on results day where appropriate options can be explored. Academy careers staff and an Adviza representative will also be available on the day.

I am a student in Year 12 who is expecting an English/Maths resit exam result. Should I come to the Academy to collect my results?

We are inviting only Years 11 on Results Day. Please do not come in if you are in Year 12. Your results will be posted home at the end of Results Day.