

## Information for Candidates

### Summer 2021 Results, Appeals and Certificates

#### Teacher Assessed Grades

St Aidan's & St John Fisher Associated Sixth Form has determined grades in accordance with the JCQ guidance<sup>1</sup> and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer to Ofqual's [Student guide to awarding: summer 2021](#)<sup>2</sup> which tells you how you will get your qualifications in summer 2021 and where you can get more information.

The Associated Sixth Form have taken multiple steps to make sure these grades reflect students' performance. Teachers have received clear guidance and support with grading and making objective decisions to enable grades to be fair. Please refer to the previously published Associated Sixth Form Centre Policy for Teacher Assessed Grades Summer 2021 for further information.

There is also a rigorous system in place to ensure fairness, including checks in schools and colleges and by the awarding organisations. This has included internal moderation of assessments, meetings between Heads of Department at both schools to check the grades awarded are a fair holistic judgement based on the evidence used, checks by both Directors of Sixth Form and finally checks by Mr Burt and Mr Mort, Headteachers. The awarding organisations have then checked the evidence that was sent to them during the Quality Assurance process.

You have already been made aware of the evidence your teachers used to determine grades, providing the opportunity for you to raise any errors or mitigating circumstances relating to particular evidence before grades were submitted.

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<sup>1</sup> <https://www.jcq.org.uk/summer-2021-arrangements/>

<sup>2</sup> <https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021>

## Results

On candidate statements of results and certificates, grades will be reported in the same way as in previous years.

Results will be issued on results day(s) in August as follows:

Date	Qualification type
10/08/2021	GCE (AS, A Levels) and other Level 3 qualifications
12/08/2021	GCSE and other Level 1/2 qualifications

## Arrangements for results day(s)

Exam results will be emailed to students' school email addresses from 08.30am onwards. Senior Staff, Careers Department & Sixth Form office staff will be available if you have any queries. Due to on-going Covid restrictions, if you would like an in-school consultation then we ask you to request an appointment online before coming into school.

## Concerns about your results

When you receive your results, if you think that a grade is wrong, your first step should be to contact the Sixth Form office staff for advice.

## Certificates

Certificates, when received, will be issued to students in due course. Certificates are not expected to arrive in school from the awarding organisations until mid-November at the earliest.

## The arrangements for appeals

Section 5.4 of JCQ Appeals Guidance Summer 2021 (A guide to appeals processes – Summer 2021) states:

To decide whether to request a review, students will need access to certain information before results day, or on results day, if it has not already been made available to them. This must include:

- a. the centre policy
- b. the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
- c. details of any variations in evidence used based on disruption to what that student was taught
- d. details of any special circumstances that have been considered in determining their grade, e.g. access arrangements/reasonable adjustments or mitigating circumstances such as illness

There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation

St Aidan's & St John Fisher Associated Sixth Form will support students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at the Associated Sixth Form for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

### Stage 1 – Centre review

- If a student does not consider they have been issued with the correct grade, they can submit a request to the Associated Sixth Form to check if an administrative or procedural error has occurred.
- The JCQ Student Request Form for Centre Reviews and Appeals is on the respective school websites under Sixth Form/Sixth Form Exam Information.
- The student should download and read the important instructions before fully completing Section A - student request of the Stage one centre review form including electronic signature and date. The form should be saved and returned as an email attachment to [sixthformappeals2021@staidans.co.uk](mailto:sixthformappeals2021@staidans.co.uk) from the student's school email account (for authentication purposes). Private Candidates can use their private email account.
- There is **no grade protection** this year for students who wish to appeal their Teacher Assessed Grade (TAG). The outcome of their centre review or appeal may result in the student's grade being lowered, remaining the same or raised.
- On completion of the review The Associated Sixth Form will complete Section B (the centre review outcome of the form) and share this with the student as a record of the outcome, in sufficient time to enable any further relevant appeal to an awarding organisation to be made before their deadline.
- If an administrative or procedural error is found, the Associated Sixth Form will submit a request to the awarding organisation to correct the error and amend the grade without the need to submit an appeal to the awarding organisation.

### Stage 2 – Appeal to the awarding organisation

- An appeal to the awarding organisation will only be submitted if the first stage, centre review, has been completed and the outcome of the first stage has been issued to the student.
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the student wants to improve their grade they may want to consider entering for the Autumn exam series. **Our internal deadline for entries for the Autumn exam series is Friday, 3 September.** Entry forms for this exam series are available to download from the school websites and should be returned as soon as possible to Mrs Humphrey, Exams Officer ([w.humphrey@staidans.co.uk](mailto:w.humphrey@staidans.co.uk)) who will then contact you to advise when the date(s) and time(s) of your exam(s) will be in October.
- If the student believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the student considers that the grade awarded was

an unreasonable exercise of academic judgement, the student can submit a request to the Associated Sixth Form to proceed with an appeal to the awarding organisation on their behalf.

- To proceed, the student must complete the *Stage two – appeal to awarding organisation* section of the form, including electronic signature and date. The form should be saved and returned as an email attachment to [sixthformappeals2021@staidans.co.uk](mailto:sixthformappeals2021@staidans.co.uk) from the student's school email account (for authentication).
- The Associated Sixth Form will then submit the appeal on the student's behalf according to the requirements of the awarding organisation to which it is being submitted
- The awarding organisation will determine the grade at appeal and the outcome will be final
- As stated previously the outcome of the appeal may result in the grade being **lowered, remaining the same** or being **raised**.
- There is no further opportunity to appeal the outcome to the awarding organisation.
- The awarding organisation's appeal outcome letter will be emailed to the student by as soon as reasonably practical after the outcome letter from the awarding organisation is received by the school.
- Should the student still remain concerned their grade was incorrect, they may be able to apply for a procedural review.
- The appeal outcome letter will include the next appropriate steps, where applicable, to apply for a procedural review to the Exam Procedures Review Service (EPRS)

**Note** - Once a finding has been made **you cannot withdraw your request for a centre review or appeal**. If your grade has been lowered, you **will not** be able to revert back to the original grade you received on results day. For more information please refer to the Department for Education's blog <https://dfemedia.blog.gov.uk/2021/06/09/exam-appeals-what-can-i-do-if-i-think-my-grade-is-wrong-how-do-i-appeal-what-will-happen-if-i-appeal-your-questions-answered/>

### Deadlines to submit a request:-

#### Priority appeal<sup>3</sup>

- ❖ **Friday 13 August 2021 (our internal deadline for Stage 1 priority appeals)** - in order to meet the awarding organisations deadline of Monday 16 August 2021 for a student to request a Stage 1 - centre review
- ❖ **Friday 20 August 2021 (our internal deadline for Stage 2 priority appeals)** - in order to meet the awarding organisations deadline of Monday 23 August 2021 for a student to request a Stage 2 - appeal to awarding organisation

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<sup>3</sup> A priority appeal **is only for** students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result. You should inform your intended higher education provider that you have requested a centre review or appeal. You will need to provide in the request form(s) your UCAS personal ID code which is included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal. Priority appeals that aren't submitted to the awarding organisation by 23 August 2021 will still be treated as a priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

**NB: The appeal outcome from an awarding organisation for a priority appeal will be available by Wednesday 8 September (UCAS deadline) provided it has been submitted to the awarding organisation by the published deadline date above.**

**Non-priority appeal**

- ❖ **Wednesday 1 September 2021 (our internal deadline for Stage 1 appeals)** - in order to meet the awarding organisations deadline of Friday 3 September for a student to request a Stage 1 - centre review.
- ❖ **Wednesday 15 September 2021 (our internal deadline for Stage 2 appeals)** – in order to meet the awarding organisations deadline of Friday 17 September for a student to request a Stage 2 appeal to awarding organisation.

**NB: The appeal outcome from an awarding organisation for a non-priority appeal will be received within 42 calendar days of receipt of the application.**