

**Information for Candidates**  
**Summer 2021 Results, Appeals and Certificates**

**Teacher Assessed Grades**

St Mary's Catholic High School 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 the Student guide to awarding: summer 2021<sup>2</sup>.

**Results**

On candidate statements of results (results slips) 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:

<b>Date</b>	<b>Qualification type</b>
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)**

**On A Level Results Day - Tuesday 10 August**

- Check UCAS Track in the morning. Track will update around 8.30am but it can be slow to load as so many students are logging on at the same time.
- Come into school to collect your teacher assessed grades from 9.00am.
- Confirm your destination with a member of staff if you are accepted onto your firm or your insurance choice.
- Support available in Silent for anyone without a confirmed destination.
- Staff will be on hand to offer congratulations or support as necessary.

Details have already been provided in the letter from Mr Bradley

**On GCSE Results Day (Internal Students) - Thursday 12 August**

- Come into school to collect your teacher assessed grades from 9.00 am, and whilst in school
- Make an appointment for enrolment later that morning (11.00 am onwards) OR
- Attend a drop-in slot for enrolment straight after collecting your grades (until 11.00am)

Details have been provided in the letter sent from Mr Bradley

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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>

## **What to do if you have a query about your results**

When you receive your results, if you think that there is a problem with your grade, your first step should be to speak to Mrs Fletcher or Mr Cox, for advice.

If you feel your grade is wrong, you should discuss the appeals process with them.

**Please note that the outcome of an appeal may result in your grade being lowered.**

**Further details of the appeals process and arrangements are provided below.**

There are two stages to the appeals process:

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

St Mary's Catholic High School will support its students through the centre review and awarding organisation appeals process.

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

### **Stage 1 – Centre review**

If you need to request an appeal, please email Mrs A Kay ([akay@stmaryschesterfield.org.uk](mailto:akay@stmaryschesterfield.org.uk)), who will then outline the next steps and support you through the process.

- Mrs Kay will email the student, a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals* (saved in the candidate's name and candidate number) as an attachment.
- On receipt, the student should open the attachment, read the important instructions, fully complete *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.
- The outcome of the centre review may result in the student's grade remaining the **same**, being **lowered** or **raised**.
- On completion of the review Mrs Kay will complete *section B. Centre review outcome* of the form and share with the student as a record of the outcome, in sufficient time prior to the relevant appeal to awarding organisation deadline.
- If an administrative or procedural error is found, Mrs Kay 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.
- 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 Mrs Kay 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 to Mrs Kay as an email attachment.
- Mrs Kay 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.
- The outcome of the appeal may result in the grade remaining the **same**, being **lowered** or **raised**.
- There is no further opportunity to appeal the outcome to the awarding organisation.
- The awarding organisation's appeal outcome letter will be provided by email to the student by Mrs Kay without delay after the outcome letter from the awarding organisation is received in the centre.
- 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/>

<sup>1</sup> JCQ Appeals Documents are found here <https://www.jcq.org.uk/summer-2021-arrangements/> where an interactive version of Appendix B (Optional Student Request Form for Centre Reviews and Appeals to Awarding Organisations) is also available

## **Deadlines to submit a request**

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

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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

**16 August 2021** – deadline for a student to request a Stage 1 - centre review

**23 August 2021** – deadline for a student to request a Stage 2 – appeal to awarding organisation

Non-priority appeal

**3 September 2021** - deadline for a student to request a Stage 1 - centre review

**17 September 2021**– deadline for a student to request a Stage 2 – appeal to awarding organisation

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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.