

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

**Teacher Assessed Grades**

Southborough 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:

Southborough High School Centre Policy:

<http://www.southborough.kingston.sch.uk/images/pdfs/SchoolInformation/Policies/Summer-2021-JCQ-Guidance-Centre-policy.pdf>

Student guide to awarding: summer 2021

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

**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)**

Results will be available for candidates to collect from **8.30am until 1pm**. Results envelopes that are not collected, will be posted to the last known address on the school system. Candidates wishing to have someone collect their results on their behalf, should provide them with a signed authorisation letter.

**Concerns about your results**

When you receive your results, if you think that a grade is wrong, your first step should be to speak to a member of the Senior Leadership Team for advice.

Further details of the arrangements for appeals are provided below.

**Certificates**

Certificates, when received from the awarding organisations, will be issued to you. A message will be put on the website informing you when they can be collected. Please note, we are unable to post any certificates.

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## **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

Southborough High School will support its students through the centre review and awarding organisation appeals process.

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

### **Deadlines to submit a request**

#### Priority appeal<sup>2</sup>

**Midday, 11th August 2021** – deadline for a student to request a Stage 1 - centre review

**Midday, 12th August 2021** – deadline for a student to request a Stage 2 – appeal to awarding organisation

#### Non-priority appeal

**Midday, 2nd September 2021** - deadline for a student to request a Stage 1 - centre review

**Midday, 11th September 2021** - deadline for a student to request a Stage 2 - appeal to awarding organisation

### **Stage 1 – Centre review**

- If a student does not consider they have been issued with the correct grade, they can submit a request to a member of the Senior Leadership Team to check if an administrative or procedural error has occurred

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<sup>2</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.

- Southborough High School will provide the student/candidate, a copy of the *Student Request Form for Centre Reviews and Appeals*
- On receipt, the student should read the important instructions, fully complete *section A. Student request of the Stage one – centre review* form including signature and date.
- 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 Southborough High School will complete *section B. Centre review outcome* of the form and share with the student/candidate as a record of the outcome, by 12<sup>th</sup> August 2021
- If an administrative or procedural error is found, the exams officer 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 this 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 the Examinations Officer to proceed with an appeal to the awarding organisation on their behalf
- To proceed, the student must fully complete the *Stage two – appeal to awarding organisation* section of the form, including signature and date.
- Southborough High School 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 to the student as soon as reasonably practical 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/>