

Information for Candidates
Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

Alsop High School has determined grades in accordance with the JCQ guidance¹ 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 which tells you how you will get your qualifications in summer 2021 and where you can get more information and Alsop High School's TAG Centre Policy of which both can be found under the Examinations section on the school website.

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 days 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 days

GCE and other Level 3 qualifications

Results will be available for collection from the Jamieson building between 8.30am and 12pm on the above date.

GCSE and other Level 2 qualifications

Results will be available for collection from the Jamieson building between 10am and 1pm on the above date.

In order to comply with social distancing regulations we have put in place a number of steps that parents, students and staff must follow to ensure everyone's safety. Students who are symptomatic or self-isolating should not attend school to collect results, and neither should their families who may also be self-isolating.

- Students must enter the building via the attendance office and leave via the back gate. Students will not be allowed to enter the building until 8.30am/10am respectively.
- We respectfully request that family members do not accompany students into the building to collect results in order to be able to accommodate all students receiving their results.
- When in the building, a queuing system will be in place and students must adhere to the most up-to-date social distancing guidelines. It will be on a first come, first served basis.

If you cannot attend and wish for your results to be posted out please send a self-addressed envelope to school and these will be posted out on results day. If a parent/guardian is to collect results on your behalf then you must email the Exams Officer k.farnell@alsophigh.org.uk with permission and the name of the

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

person collecting your results. A nominated adult form will need to be completed by the person collecting the results and they must bring identification with them such as a bank card, driver's license.

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 Mr. Thompson – Senior Leader for advice.

Further details of the arrangements for appeals are provided below.

Certificates

Certificates, when received from the awarding organisations, will be issued to students from November. Alsop High School will write to students that have left to inform them that certificates will be available to collect. Students in the Sixth form will be able to collect certificates from the Exams Office. Certificates must be signed for by the student.

The arrangements for appeals

Any student may submit a request for a centre review on the grounds that the centre has:

- failed to follow its procedures properly or consistently in arriving at that result or
- made an administrative error in relation to the result.

There are two stages to the appeals process:

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

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

The information below describes the arrangements in place at Alsop High School 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 Mr Thompson – Senior Leader to check if an administrative or procedural error has occurred
- The Exams Officer will email the student, a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals* 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 to the Exams Officer k.farnell@alsophigh.org.uk.
- 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 Mr Thompson 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, Mr Thompson 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 Mr Thompson –Senior Leader 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.
- Mr Thompson 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 post/email to the student by the Exams Officer 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/>

Deadlines to submit a request

Priority appeal²

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

² 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.

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