

## Information for Candidates

### Summer 2021 Results, Appeals and Certificates

#### Teacher Assessed Grades

Cardinal Newman School has determined grades in accordance with the JCQ guidance and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding JCQ have produced a guidance document for students and parents, which can be found [here](#).

#### 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

Students can come into school on results day to collect results. If you are sending someone else to collect your results (**including parents/carers**), they must have an authorisation letter **from you**.

Year 13: Can collect their A-Level results from 9-11am in reception. Results will **also** be emailed to your school email account on results day.

Year 12: Core Maths and Finance results will be emailed to your school email account between 9am-1pm

Year 11: From 9-11am. W,H,M,V,A can collect GCSE results from the Sports Hall, G,GR,He,Hu can collect GCSE results from Reception. Results will **also** be emailed to your school email account on results day.

Year 10: Statistics & Languages results will be emailed to your school email account between 9am-1pm

#### 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 the member of staff listed below for advice. These staff members will be onsite on results day.

A level/Level 3 – Mrs Chappell, Mr Martin or Mr Hegarty

GCSE/Level 2 – Any member of SLT

Further details of the arrangements for appeals are provided below.

#### Re-sits

Exam boards are making available a full exam series for A Level and GCSE subjects in October and November 2021. Information on making an entry will be included with your results email.

#### Certificates

Certificates will be available for collection from school after Monday 6<sup>th</sup> December. Certificates may be posted out recorded delivery by prior arrangement. We ask for a contribution of £2.50 towards the cost of the postage, payable via ParentMail.



## 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
- 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

Cardinal Newman School will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Cardinal Newman 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 the exams office to check if an administrative or procedural error has occurred.
- All requests must be submitted using the *JCQ Student Request Form for Centre Reviews and Appeals*. The form will be emailed to all students with exam results, and will also be available on Teams.
- The student should fully complete section A of the form, including electronic signature and date. The form can then be saved under the student's name and emailed to: [results@cardinalnewmanschool.net](mailto:results@cardinalnewmanschool.net)
- 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 the exams officer 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, 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 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 the exams office 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 [results@cardinalnewmanschool.net](mailto:results@cardinalnewmanschool.net)
- The 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 via email to the student by the exams team 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)

**Please 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\*

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

**20 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

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

\*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