



Countesthorpe Academy

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

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Teacher Assessed Grades

Countesthorpe Academy 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, 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. <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 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 day

Details for collection of results will be confirmed on the Countesthorpe Academy website in the days prior to results day. This will reflect the latest COVID guidance.

Times:

Year 13: 8.30-9.30am (Sports Hall)

Year 11: Gym and Sports Hall:

9.00am	9.30am
11AWA; 11CLA; 11GBN; 11KAR; 11YSP	11SBA; 11SCH; 11SNA; 11TKI 11KWA

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 Gartside for advice.

Further details of the arrangements for appeals are provided below.

Certificates

Certificates, when received from the awarding organisations, will be available for collection from the school from the beginning of December 2021. The date will be posted on our website. If you are unable to collect your certificates and wish to nominate someone else we will require a signed letter giving permission (please include your full name and date of birth) from yourself for that person to collect them on your behalf.

Certificates that are uncollected after 12 months may be destroyed under exam board regulations, exam boards will not re-print certificates.

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

Countesthorpe Academy will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Countesthorpe Academy 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 Gartside (Vice Principal) tgartside@clcc.college to check if an administrative or procedural error has occurred.
- Mr Gartside will email the student a copy of the stage 1 *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 signature and date. The form should be saved and returned as an email attachment to Mr Gartside tgartside@clcc.college
- 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 Gartside 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, Ms Hare (Exams Officer) on behalf of Mr Gartside 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 Gartside 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 signature and date. The form should be saved and returned as an email attachment.
- Ms Hare, on behalf of Mr Gartside 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 or email if available (school leavers should provide a personal email address) to the student by Ms Hare, on behalf of Mr Gartside, as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.
- Should the student 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 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 Midday – deadline for a student to request a Stage 1 - centre review

20 August 2021 Midday – 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

15 September 2021 Midday– deadline for a student to request a Stage 2 – appeal to awarding organisation