



## **Results and Appeals Process Summer 2021**

## Information for Candidates

### Results, Appeals and Certificates

#### Teacher Assessed Grades

Stour Valley Community School has submitted Teacher Assessed Grades to the relevant awarding body in accordance with the Ofqual guidance<sup>1</sup> on *Awarding qualifications in summer 2021* and in line with the awarding body instructions.

<sup>1</sup> <https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2021/awarding-qualifications-in-summer-2021>

#### Final grades

On candidate statements of results (results slips) and certificates, final grades will be reported in the same way as in previous years. Final grades will be issued on results day in August as follows:

Date	Qualification type
12/08/2021	GCSE and other Level 1/2 qualifications

#### Arrangements for results day

**Candidates' statement of results will be issued electronically to their school email address. Staff will be available to answer any questions via telephone or email.**

#### Concerns about your results

Ofqual have providing information for students that sets out the options available if they believe their result was not properly produced, including access to appeal. The *National Careers Service Exam Results Helpline*<sup>2</sup> offers advice each year for students who have not received the results they had hoped for.

<sup>2</sup> <https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies will also provide information for students about results. School will signpost you to any relevant information at results time.

If you have a concern about a grade you have been awarded, you can ask School to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint with the Exams Officer if you feel you have evidence of bias or that you were discriminated against; you could also pass such evidence on to the awarding body who could investigate for potential malpractice
- seek any information the awarding body holds relating to how your grade was calculated
- provide information about the opportunity to take an exam in the autumn series

#### Arrangements for appeals

The arrangements for awarding qualifications in summer 2021 state:

Candidates can appeal their grades through their centre if they feel the process this summer was not followed correctly in their case.

A candidate can:

- ask the centre to check whether it made a procedural error. A procedural error means a failure to follow the process set out in the centre policy.

- ask the centre whether it made an administrative error. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

### **Certificates**

Certificates, when received from the awarding body, will be issued to candidates. The date will be advised in due course.

### **Internal appeals procedure**

School will:

- inform candidates of the arrangements for appeals prior to the issue of results and the accessibility of senior members of centre staff immediately after the publication of results
- appeal to an awarding body on a candidate's behalf if it believes the centre itself made an error when submitting a Teacher Assessed Grade or if it believes an awarding body made a mistake when calculating, assigning or communicating a grade
- ask the candidate to provide written informed consent (informed consent via candidate email is acceptable) before an appeal is submitted to the awarding body as the appeal could result in the final grade being lower than, higher than, or the same as the grade which was originally awarded
- only collect consent after the publication of results.
- where relevant, advise an affected candidate to inform any third party (such as a university or college) that an appeal has been submitted to an awarding body

School will not:

- seek any information the awarding body holds that would be needed for an appeal if it does not believe an awarding body made a mistake when calculating, assigning or communicating a grade
- appeal to an awarding body on a candidate's behalf if it does not believe the centre itself made an error when submitting a Teacher Assessed Grade or if it does not believe an awarding body made a mistake when calculating, assigning or communicating a grade

An internal appeal may be submitted to the centre where a candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision:

- not to seek information the awarding body holds that would be needed for an appeal
- not to appeal to the awarding body

An internal appeal should be submitted by:

- completing and submitting an **Internal Appeals Form** to the centre by 3 September 2021

The candidate will be informed of the outcome of the internal appeal as soon as a decision has been made.

If the internal appeal is upheld by the centre:

- The centre will request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body

The centre will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals.

## Important information for students

### What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

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.

### What will be checked during a centre review?

You can ask the centre to check whether it made a **procedural error**, an **administrative error**, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

### What will be checked during an awarding organisation appeal?

You can ask the awarding organisation to check whether the centre made a **procedural error** - or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

### When do I need to submit my request?

You should submit a request for a centre review by **16 August 2021 for a priority appeal**, or by **3 September 2021 for non-priority appeals**.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. 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.

### What is a priority appeal?

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.



# Internal Appeals Form

## Summer 2021 Exams

FOR CENTRE USE ONLY	
Date received	
Reference No.	

**Student request** (to be completed by the student)  
 A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

Student Name		Candidate Number	
Qualification type Subject		Teacher Assessed Grade issued	

**Grounds for centre review**  
 Please tick one or both of the options if they apply to your request. If you don't think either apply, your centre will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended.

<input type="checkbox"/>	Administrative Error by the centre e.g. the wrong grade/mark was recorded against an item of evidence.
<input type="checkbox"/>	Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student

**Supporting evidence**  
 Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade.

If necessary, continue on an additional page or on the back.

**Acknowledgement**  
 I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above. In submitting this review, I am aware that:

- The review outcome may result in my grade remaining the **same**, being **lowered** or **raised**
- The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded.

**Student Name:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_