



GCSE / A Level Results and Appeals Process: Summer 2021

Policy Review and Approval

Review interval: 1 year
Review term: Summer Term
Reviewed by: Examinations Manager
Approved by: Head Teacher

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A copy of this policy and other related policies can be obtained from the School Office or downloaded from the school website.

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Teacher Assessed Grades

Gildredge House has submitted teacher assessed grades to the relevant Awarding Body in accordance with the Ofqual guidance on Awarding Qualifications in Summer 2021¹ and in line with the Awarding Body instructions².

¹ <https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021>

² <https://www.jcq.org.uk/summer-2021-arrangements/>

Results

Gildredge House will:

- issue results in accordance with the Centre's Information for Candidates - Results, Appeals and Certificates document.
- signpost candidates (and parents/carers) to information provided by key stakeholders at the time final grades are issued to support their understanding of the grades awarded.

Candidate Statements of Results will be reported via EduLink.

Final grades will be issued on Results Day(s) in August as follows:

Date	Time	Qualification Type
Tuesday 10 th August 2021	10am - 12pm	GCE (AS, A Levels) and other Level 3 qualifications
Thursday 12 th August 2021	10am - 12pm	GCSE and other Level 1/2 qualifications

Arrangements for Result Day(s)

Gildredge House will:

- organise Results Day(s) and inform candidates of the arrangements in place for the collection of / access to their results.
- ensure senior members of Centre staff are available and accessible to candidates so that results may be discussed.
- prepare information for candidates showing their options if they have concerns about their results.
- signpost candidates to relevant Ofqual and / or Awarding Body information that sets out how their grades were calculated this year and the options available if they believe their result was not properly produced, including access to appeal.

Students will be able to view their results after 8.00am on the relevant Results Day via the Exams portal on EduLink. There are three tabs which they will be able to see:

- Exams Timetable;
- Exams Entries; and
- Exam Results.

All results will be available to view under the Exam Results tab from 8.30am. Please use the [EduLink Helpdesk](#) on the Gildredge House website for any queries or help with regards to accessing EduLink.

Results will also be available to collect in school from 10.00am-12.00pm on the relevant Result Day.

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 reviews.
- Stage 2 - appeal to the awarding organization.

Gildredge House will support its candidates through the Centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Gildredge House for conducting a Centre review and, where applicable, submitting an appeal to the awarding organisation following a Centre review.

Stage One: Centre Reviews

Any student, including a private candidate, 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.

Requests for appeals on the grounds of academic judgement (unreasonableness) will only be considered by awarding organisations (at Stage Two) and not by Centres. In these cases, an initial Centre review must still be completed to ensure that the Centre has not made any procedural or administrative errors. The Centre should not review its academic judgements during the Centre review stage.

A Centre review must be completed and an outcome reported to the student before an appeal can be submitted to the awarding organisation (see key dates section). Any appeals submitted where this has not happened will be rejected by the awarding organisation and a new application will need to be submitted once the Centre review has been completed.

- If a candidate does not consider they have been issued with the correct grade, they can submit a request to Mrs Conolly, Examinations Manager, to check if an administrative or procedural error has occurred.
- Appeals must be submitted to Gildredge House using the JCQ Form for Centre Reviews. An interactive version can be found [here](#).

This form must be saved in the candidate's name and candidate number, signed, dated and returned as an attachment to the Mr Towner (Assistant Headteacher) via email on j.towner@gildredgehouse.org.uk on behalf of the Head of Centre to the timescale indicated in the internal appeals procedure.

- The outcome of the Centre review may result in the candidate's grade remaining **the same, being lowered or raised**.

- On completion of the review, Mr Towner, Assistant Headteacher, will complete section B, Centre Review Outcome, of the form and share with the candidate 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 Towner 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 organization.

Stage Two: 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 candidate.
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion; if the candidate wants to improve their grade they may want to consider entering for the Autumn examination series.
- If the candidate believes there is still an error following the Centre review, or if the awarding organisation has made an administrative error, or the candidate considers that the grade awarded was an unreasonable exercise of academic judgement, the candidate can submit a request to Mr Towner, Assistant Headteacher, to proceed with an appeal to the awarding organisation on their behalf.
- To proceed, the candidate must complete the Stage two, Appeal to Awarding Organisation, section of the form. An interactive version can be found [here](#).
- This form must be saved in the candidate's name and candidate number, signed, dated and returned as an attachment to Mr Towner, Assistant Headteacher, via email on j.towner@gildredgehouse.org.uk on behalf of the Head of Centre to the timescale indicated in the appeals procedure.
- Mr Towner, Assistant Headteacher, will then submit the appeal on the candidate'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 organization.
- The awarding organisation's appeal outcome letter will be provided by email to the candidate by Mr Towner, Assistant Headteacher, as soon as reasonably practical after the outcome letter from the awarding organisation is received in the Centre.
- Should the candidate still remain concerned that their grade is 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, students **cannot withdraw their request for a Centre review or appeal**. If their grade has been lowered, they will not be able to revert back to the original grade they 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/>

Appeals Form

Appeals must be submitted to Gildredge House using the JCQ Form for Centre Reviews.

An interactive version can be found [here](#).

This form must be signed, dated and returned to Mr Towner, Assistant Headteacher, via email on j.towner@gildredgehouse.org.uk on behalf of the Head of Centre to the timescale indicated in the internal appeals procedure.

Key Dates

Date	Qualification Type
Tuesday 10 th August 2021	GCE (AS, A Levels) and other Level 3 qualifications
Thursday 12 th August 2021	GCSE and other Level 1/2 qualifications

Post Publication of Results Appeals

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. Students should inform their intended higher education provider that they have requested a Centre review or appeal.

Students will need to provide in the request form(s) their 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 are not submitted to the awarding organisation by Monday 23rd August 2021 will still be treated as a priority but may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

Date	Priority Appeals
Tuesday 10 th - Monday 16 th 2021	Students can request a Centre review
Tuesday 10 th - Friday 20 th August 2021	Centre conducts Centre reviews
Tuesday 10 th - Monday 23 rd August 2021	Centre submits appeals to awarding organisation

Date	Non-Priority Appeals
Results Day - Friday 3 rd September 2021	Students can request a Centre review
Results Day - Friday 10 th September 2021	Centre conducts Centre reviews
Results Day - Friday 17 th September 2021	Centre submits appeals to awarding organisation

Certificates

Year 11 GCSE examination certificates will be available to collect from the Secondary / Sixth Form School Office from Monday 22nd November 2021.

The certificates are legal documents and, therefore, need to be signed for; certificates cannot be posted to students. It will be necessary for students to bring a form of identification when collecting their certificates. Students who are unable to collect their certificates can allocate someone to do it on their behalf. The allocated person must bring a letter from the student giving express permission to collect the results on the student's behalf. They must also bring a form of identification. Gildredge House keep students' certificates for one year; after this period they will be destroyed.

Students are advised to check the grades on their certificates are correct, if this is not the case you will need to return the certificate as soon as possible for a new one to be issued.

