



Results and Appeals Process Summer 2021

Teacher Assessed Grades

Colfe's School has determined grades in accordance with the JCQ guidance¹ and has submitted these grades to the relevant examination boards by the required deadline.

Colfe's School

- will not divulge provisional (teacher assessment) grades with candidates or parents/carers before the issue of results
- understands that any inappropriate disclosure of teacher assessed grade information before the issue of results will be investigated by awarding bodies as potential malpractice

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 day(s) 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

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

Arrangements for results day(s)

Colfe's School 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 staff are available and accessible to candidates with whom a result/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

Concerns about your results

When you receive your results, if you think that a grade is wrong, your first step should be to email resultsenquires@colfes.com to make us aware of the issue.

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 (school) review
- Stage 2 - appeal to the awarding organisation

Colfe's School will support its candidates through the centre (school) review and examination board appeals process.

The information below describes the arrangements in place at Colfe's 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 candidate does not believe they have been issued with the correct grade, they can submit a request to resultsenquiries@colfes.com to check if an administrative or procedural error has occurred
- The Examinations Officer will email the candidate, a copy of the interactive *Student Request Form for Centre Reviews and Appeals* as an attachment.
- On receipt, the candidate 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 resultsenquiries@colfes.com.
- 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 the Examinations Officer will email you the *Centre review outcome on your originally completed appeal form*. This will be shared with the candidate as a record of the outcome, in sufficient time prior to the relevant examination board appeal deadline.
- If an administrative or procedural error is found, the Examinations Officer will submit a request to the examination board to correct the error and amend the grade without the need to submit an appeal to the examination board

Stage 2 – Appeal to the awarding organisation

- An appeal to the examination board 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 examination board 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 2021 exam series
- If the candidate believes there is still an error following the centre review, or if the examination board 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 resultsenquiries@colfes.com to proceed with an appeal to the examination board on their behalf
- To proceed, the candidate 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 resultsenquiries@colfes.com
- The Examinations Officer will then submit the appeal on the candidate's behalf according to the requirements of the examination board to which it is being submitted
- The examination board 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 examination board
- The examination board's appeal outcome letter will be provided to the candidate via email by the Examination Officer, without delay/as soon as reasonably practical after the outcome letter from the examination board is received in the centre
- Should the candidate 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 appeal

9am on Friday 13 August 2021 – deadline for a candidate to request a Stage 1 - centre review

9am on Friday 20 August 2021 – deadline for a candidate to request a Stage 2 – appeal to awarding organisation

Non-priority appeal

9am on Monday 16 August 2021 - deadline for a candidate to request a Stage 1 - centre review

9am on Monday 13 September 2021– deadline for a candidate to request a Stage 2 – appeal to awarding organisation

