



Results, Appeals and Certificates

- Candidate Information Summer 2021

Teacher Assessed Grades

Risedale Sports and Community College has determined grades in accordance with the JCQ guidance¹ and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer to the [school website](#) which provides the background to the TAG process and links to documents you have already been provided with to explain how you will get your qualifications in summer 2021 and where to find more information.

Results

Grades will be reported in the same way as in previous years on candidate statements of results (results slips) and certificates.

Results will be issued on 12th August for both GCSE and vocational qualifications.

Arrangements for results day

You may collect your examination results in person from 9am on Thursday 12th August, initially in the main hall.

Mr Yates (Deputy Head Curriculum and Outcomes), other senior staff and Mrs Tonkin (Exams Officer) will be available in person, by email or by telephone on results day and afterwards to help with any questions about your results or next steps. Further details are available on [the school website](#).

Concerns about your results

When you receive your results, if you are concerned about your results and/or think that a grade may be wrong, your first step should be to speak to Mr Yates (Deputy Head Curriculum and Outcomes) or Mrs Tonkin (Exams Officer) for advice. Both will be available in school all day and can also be contacted by email or telephone on results day and subsequently.

If you are still concerned about any grades following this discussion, please see the details of the arrangements for appeals below.

Certificates

Certificates will be received from the awarding organisations in November and we will then get in touch with you to arrange for you to collect them.

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

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

Risedale Sports and Community College will support its candidates through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

All requests for information about this process or requests for reviews or appeals **must** be directed to the Exams Officer (Mrs Tonkin, tonkin.j@risedale.org.uk) or the Deputy Head Curriculum and Outcomes (Mr Yates, yates.j@risedale.org.uk).

Stage 1 – Centre review

- If, after initial discussion, a candidate does not consider they have been issued with the correct grade, they can submit a request to the Exams Officer to check if an administrative or procedural error has occurred
- The Exams Officer will email the candidate a copy of the *Candidate Request Form for Centre Reviews and Appeals*
- On receipt, the candidate should open the attachment, read the important information for candidates and then fully complete *Stage One – centre review, section A, Candidate request*, including an electronic signature and date. The form should then be returned as an email attachment. (A typed name with the form sent from an email address confirmed as the candidate's will also be accepted as confirmation of the request.)
- 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 Exams Officer will complete *section B, Centre review* outcome and share this with the candidate by email. Reviews will be completed in time to allow a subsequent appeal to be made to the relevant awarding body

- 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
- If no administrative or procedural error is found, the candidate may move on to Stage Two of the process and request an appeal.

Stage 2 – Appeal to the awarding organisation

- An appeal to the awarding organisation can 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 wishes to improve their grade they may wish to consider entering for the autumn exam 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 the Exams Officer to proceed with an appeal to the awarding organisation on their behalf
- To proceed, the candidate must now complete *Stage Two - appeal to an awarding body*, using the form returned with the outcome of the centre review, including an electronic signature and date. (A typed name with the form sent from an email address confirmed as the candidate's will also be accepted as confirmation of the request.) The form should then be returned as an email attachment
- The Exams Officer 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 organisation
- The awarding organisation's appeal outcome letter will be provided to the candidate by email by the Exams Officer as soon as reasonably practical after the outcome letter from the awarding organisation is received by 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 for submitting requests

3 September 2021 - deadline for a candidate to request a Stage 1 - centre review

Risedale Sports and Community College will respond to such requests as soon as possible, but not necessarily before the start of the autumn term, aiming to complete reviews by 10th September.

14 September 2021– deadline for a candidate to request a Stage 2 – appeal to awarding organisation, to allow sufficient time for Risedale Sports and Community College to submit the appeal, with all supporting evidence, to the awarding body by their deadline of 17 September.