



Information for Candidates

Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

Bowland High 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 Bowland High's centre policy

<https://bowland.atctrust.org.uk/wp-content/uploads/2021/07/Bowland-Summer-2021-Centre-policy-.docx> and the JCQ Guidance for students, parents and guardians <https://bowland.atctrust.org.uk/wp-content/uploads/2021/06/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021-1.pdf> which tells you how you will get your qualifications in summer 2021 and where you can get more information.

Results

Results 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

Candidate statements of results (results slips) will be emailed to your Bowland High email account from 8.30 am. **Please ensure you still have access to this before results day.**

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 a member of the Senior Leadership Team for advice, by calling 01200 441374.

If you wish to speak to Mrs Burns for any career's advice, she can also be obtained on the above number.

Further details of the arrangements for appeals are provided below.

Certificates

Certificates, when received from the awarding organisations, will be issued to you at an awards evening held in November. Further details will be sent out in the autumn term.

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

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

Bowland High will support its candidates through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Bowland High 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 consider they have been issued with the correct grade, they can submit a request to the exams team to check if an administrative or procedural error has occurred
- The exams team will email the pupil, a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals*
- 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 exams@bowlandhigh.lancs.sch.uk.
- 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 team 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, the exams team 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 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 exam series. This can be done by emailing your request to the exam team at exams@bowlandhigh.lancs.sch.uk by Monday 20 September

- 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 team 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, including electronic signature and date. The form should be saved and returned as an email attachment
- The exams team 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 by email to the candidate by the exams team as soon as reasonably practical after the outcome letter from the awarding organisation 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

Non-priority appeal

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

17 September 2021– deadline for a candidate to request a Stage 2 – appeal to awarding organisation