



## Information for Students

### Summer 2021 Results, Appeals and Certificates

#### Teacher Assessed Grades

The Frances Bardsley Academy for Girls has determined grades in accordance with the JCQ guidance (<https://www.jcq.org.uk/summer-2021-arrangements/>) and has submitted these grades to the relevant awarding organisation (exam boards) by the required deadline.

To support your understanding, please refer to:

- The booklet produced based on the JCQ document titled *Guidance for students, parents and guardians GCSEs and AS/A Levels in England Summer 2021* <https://fbaok.co.uk/wp-content/uploads/2021/07/FBA-Summer-2021-JCQ-Guidance-Centre-policy.pdf>
- Ofqual's [Student guide to awarding: summer 2021](#) which tells you how you will get your qualifications in summer 2021 and where you can get more information.
- The school Centre Policy which has been approved by the awarding bodies; this outlines the procedures followed by teachers, departments and the school <https://fbaok.co.uk/wp-content/uploads/2021/07/Guidance-for-Students-and-Parents.pdf>

**Results:** On Results Day, you will receive Candidate Statements of Results (results slips). The grades will be reported in the same way as in previous years and will not indicate that they were Teacher Assessed Grades.

**Certificates:** the school is sent certificates from the awarding bodies in the autumn term. These will be issued to you on Speech Day in January. If you are unable to attend then information about how these can be collected will be shared in the letter sent to all students.

#### Arrangements for Results Day(s)

	Date	Time	Location	Key Info
<b>Year 13</b> A Levels and Level 3 BTEC	Tuesday 10 <sup>th</sup> August	8:30 – 13:00	Quad (Main Hall if raining)	Enter via Student Services
<b>Year 11</b> GCSE and other Level 1/2 qualifications	Thursday 12 <sup>th</sup> August	9:00 – 14:00	Quad (Main Hall if raining)	Enter via Student Services

**Enrolment to the 6<sup>th</sup> form:** This will take place on Thursday 12<sup>th</sup> August. Staff from FBA will be present in school on results day to enrol students on to courses.

**A separate document has been published with the specific arrangements for the Results Days**

## Concerns about your results – Appeals

If you perceive an error with the grade(s) you have received, an appeals process has been developed by JCQ.

### **Before making an appeal, we suggest that you:**

- a) Consider how the grade(s) compare to previous reports and performance in the subject(s) e.g. Estimated Final Grades (EFGs)
- b) Read through the Centre Policy on the school website so you understand the process that has been undertaken to determine your grades.
- c) Look at the evidence that was used in the subject(s) to determine the grades (Evidence used for KS4 (Year 11)) or Evidence used for KS5 (Year 13))
- d) Speak to Mr Turrell on Results Day between 9:00 – 13:00 or email (new email address) with your concerns and a member of staff will contact you within 3 working days
- e) Consider that appeals have three outcomes:
  - The grade may go up
  - The grade may go down
  - The grade may remain unchanged

## Stages of Appeal

### **Stage 1 – Centre Review**

Any student may submit a request for a centre review on the grounds that the School (centre) has:

- failed to follow its procedures properly or consistently in arriving at that result
- made an administrative error in relation to the result.

If you (student) wish to appeal on this basis, the student should:

- Complete the **JCQ Stage 1 Centre Appeals form (page 5) and link at** <https://fbaok.co.uk/exams-information/>
- Email the completed form to [appeals@fbaok.co.uk](mailto:appeals@fbaok.co.uk) by the correct deadline (see page 4)

### **On receipt of the form:**

- Staff at the school will conduct the stage 1 review.
- The outcome of the centre review may result in the student's grade remaining the **same**, being **lowered** or **raised**.

### **On completion of the review:**

- A member of exams team or Senior Leadership team will complete the JCQ Centre Review outcome form (see page 8) which will provided 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, Mrs Woodward (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

## Stage 2 – Appeal to the awarding organisation

- An appeal to the awarding organisation (exam board) will only be submitted if a Stage 1 Centre Review has been completed and the outcome of the first stage has been issued to the student.
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the student wants to improve their grade they may want to consider entering for the autumn exam series
- If the student believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the student considers that the grade awarded was an unreasonable exercise of academic judgement, the student can submit a request to the school via [appeals@fbaok.co.uk](mailto:appeals@fbaok.co.uk) to proceed with an appeal to the awarding organisation on their behalf

If you (student) wish to appeal on this basis, the student should:

- Complete **the JCO Stage 2 Appeal to Awarding Body (Page 6-7)** <https://fbaok.co.uk/exams-information/> including an electronic signature and the date
- Email the completed form to [appeals@fbaok.co.uk](mailto:appeals@fbaok.co.uk) by the correct deadline (see page 4)

### On receipt of the form:

- The school will submit the appeal on the student'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

### On completion of the review:

- The case will either be rejected (disallowed) or upheld (allowed) in whole or in part.
- The fact that an appeal has been upheld (allowed) will not necessarily result in a grade change for the student.
- If there is to be a grade amendment, the awarding organisation's appeal outcome letter will be posted to the student by a member of the school team as soon as reasonably practical after the outcome letter from the awarding organisation is received in school.
- Should the student 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 (Year 13 only)**

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.

If you request a centre review or appeal, you should inform your intended higher education provider. You will need to provide in the request form(s) your UCAS personal ID code which is included in all correspondence from UCAS. This is required 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 23<sup>rd</sup> 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.

<b>Priority Appeals</b>	<b>Deadline for a student request</b>
Stage 1 Centre Review	16 <sup>th</sup> August
Stage 2 – Appeal to Awarding Organisation	18 <sup>th</sup> August

<b>Non- Priority Appeals</b>	<b>Deadline for a student request</b>
Stage 1 Centre Review	3 <sup>rd</sup> September
Stage 2 – Appeal to Awarding Organisation	6 <sup>th</sup> September

## Appendix 1 - JCQ Stage 1 Centre Appeals form

### Stage one – centre review

#### A. Student request

This section is 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.

Centre Name	<input type="text"/>	Centre Number	<input type="text"/>
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Student Name	<input type="text"/>	Candidate Number	<input type="text"/>
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Qualification title e.g. AQA GCSE English Language	<input type="text"/>		
Teacher Assessed Grade issued	<input type="text"/>		
Is this a priority appeal? <small>A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes provide your UCAS personal ID e.g. 123-456-7890	<input type="text"/>

#### 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.

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	<input type="checkbox"/>
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#### Supporting evidence

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. There is a 5,000 character limit.

<input type="text"/>
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#### 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 outcome of the review 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Appendix 2 – JCQ Stage 2 Appeal to the Awarding Body

### Appeal to awarding organisation student request form

This section is to be completed by the student. An awarding organisation appeal must be submitted to the centre and the centre will then submit it to the awarding organisation

<b>Grounds for appeal</b>	
Please tick the grounds upon which you wish to appeal	
<b>1. Administrative error by the awarding organisation</b>	<input type="checkbox"/>
<b>2. Procedural issue at the centre</b>	
a. Procedural Error	<input type="checkbox"/>
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances	<input type="checkbox"/>
<b>3. Unreasonable exercise of academic judgement</b>	
a. Selection of evidence	<input type="checkbox"/>
b. Determination of Teacher Assessed Grade	<input type="checkbox"/>

<b>Evidence to support an appeal</b>
Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases you must provide a clear reason but it doesn't have to be lengthy.
<b>1. Administrative error by the awarding organisation</b>
You <b>must</b> provide a clear explanation. There is a 5,000 character limit.
<b>2 (a) Procedural Error</b>
This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above. There is a 5,000 character limit.

<p><b>2 (b) Issues with access arrangements / reasonable adjustments and/or mitigating circumstances</b></p> <p>You <b>must</b> provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.</p>
<p><b>3 (a) Selection of evidence</b></p> <p>You <b>must</b> provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.</p>
<p><b>3 (b) Determination of the Teacher Assessed Grade</b></p> <p>You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit.</p>

<p><b>Acknowledgement</b></p> <p>I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above.</p> <p>I am aware that:</p> <ul style="list-style-type: none"> <li>• The outcome of the appeal may result in my grade remaining the same, being lowered or raised</li> <li>• I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from your school/college.</li> </ul>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Student name</b></td> <td style="width: 33%;"><b>Student signature</b></td> <td style="width: 33%;"><b>Date</b></td> </tr> <tr> <td style="border: 1px solid black; background-color: #e6f2ff; height: 20px;"></td> <td style="border: 1px solid black; background-color: #e6f2ff; height: 20px;"></td> <td style="border: 1px solid black; background-color: #e6f2ff; height: 20px;"></td> </tr> </table>	<b>Student name</b>	<b>Student signature</b>	<b>Date</b>			
<b>Student name</b>	<b>Student signature</b>	<b>Date</b>				

## B. Centre review outcome

This section should be completed by the school and shared with the student as a record of the outcome of the centre review.

<b>Centre Review Outcome</b>					
Please tick the outcome of the review and then record the original grade and the revised grade if applicable.					
Upheld	<input type="checkbox"/>	Not upheld	<input type="checkbox"/>	Partially upheld	<input type="checkbox"/>
Original Teacher Assessed Grade			Revised Teacher Assessed Grade if applicable		

<b>Information considered by the centre</b>
Please provide a short explanation of the evidence that you have reviewed. There is a 5,000 character limit.

<b>Rationale for the outcome of the centre review</b>
Outline the centre's findings from the centre review e.g. procedural or administrative error and if relevant, details of the error. There is a 5,000 character limit.

<b>Authorisation and dates of next stages</b>			
Please complete the boxes as appropriate. Boxes 1 and 2 <b>must</b> be completed in every case. Boxes 3 and 4 need only be completed when requesting a grade change.			
1. Date that the decision and rationale was issued to student		2. Date student informed of how to proceed to stage 2 (appeal to awarding organisation)	
3. Confirmation that a senior leader has authorised any grade change		4. Date that grade change is submitted to awarding organisation	