

Information for Candidates
Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

Nailsea School 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 Ofqual's Student guide to awarding: summer 2021² which tells you how your qualifications in summer 2021 will be awarded.

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 days 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

Arrangements for results days

Results will be available from 09:00 – 10:30 on 10/08/2021 for GCE and from 09:00 – 10:30 on 12/08/2021 for GCSE. Results will be located in the atrium accessed via reception and must be collected in person.

Results must be given to the individual who has undertaken the qualification as it is a legal document. Therefore, if you are unable to collect your results you must provide written permission for someone else to collect them on your behalf. Identification will be required if someone is picking up results on your behalf. Please provide an A5 stamped addressed envelope if you wish for them to be posted to you. These envelopes will be sent on the results day afternoon and therefore received after the above dates.

In a situation where public health measures are in place either nationally or locally any required changes to the above will be communicated prior to results day by School Comms and a notice added to the school social media pages.

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 Miss K Dee (Extended SLT, Exams and timetable), the Exams Office or the Subject Leader for advice.

Further details of the arrangements for appeals are provided below.

Certificates

Certificates, when received from the awarding organisations, will be issued to you in the autumn term. Certificates will need to be signed for by the student. Instructions to undertake this will be sent in due course.

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

² <https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021>

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

Both the Centre Policy and sources of evidence used to determine a student's grade are available on the school website. For any student requesting further information including points c and d above please contact the exams team on: EOfficer@nailseaschool.com

There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation

Nailsea School will support its candidates through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Nailsea 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 consider they have been issued with the correct grade, they can submit a request to EOfficer@nailseaschool.com to check if an administrative or procedural error has occurred.
- A copy of the interactive *JCQ Stage 1 Centre Review and Outcome form* (saved with the candidate's name and candidate number) should be sent as an attachment. This is available on the school website.
- The candidate should 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 as stated above with the candidate's name and candidate number (found on the results slip) as the title.
- 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 Office will complete *section B. Centre review outcome* of the form and share with the candidate as a record of the outcome by 20th August for priority appeals and 8th September for non-priority appeals.
- If an administrative or procedural error is found, the Exams Office 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.
- The candidate will be kept up to date with any communication regarding the verification of the submission from the awarding body.

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.

- 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 Nailsea School 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 and can be found on the school website.
- The school 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 Nailsea School Exams team, without delay/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 for appeal

Priority appeal³

16 August 2021 – deadline for a candidate to request a Stage 1 - centre review

23 August 2021 – deadline for a candidate to request a Stage 2 – appeal to awarding organisation

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

Arrangements for autumn exam series

To enter for the autumn exam series please contact the Exams Team on EOfficer@nailseaschool.com to discuss how this is completed. You can only enter for a subject in the autumn examination series 2021 if you were entered in the summer 2021 series. The deadline for the receipt of entry forms are shown below.

³ 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. You should inform your intended higher education provider that you have requested a centre review or appeal. 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 needed to confirm that a student’s place is dependent on the outcome of the appeal. Priority appeals that aren’t submitted to the awarding organisation by 23 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.

Monday 6 September 2021 09:00 - deadline for A level and level 3 entries

Friday 1 October 2021 09:00 – deadline for GCSE and level 2 entries

All autumn exam series entries will be confirmed the week after the above deadlines.