

Information for Candidates

Summer 2021 Results, Appeals and Certificates

Approved/reviewed by

Senior Leadership Team, July 2021

Teacher Assessed Grades

Cockburn John Charles Academy has determined grades in accordance with the JCQ guidance¹ and has submitted these grades to the relevant awarding organisation by the required deadline.

Click this link for more information on how GCSE grades will be awarded:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964613/Infographic_-_how_GCSEs_AS_and_A_levels_will_be_awarded_in_summer_2021.pdf

Click this link for more information on how vocational grades will be awarded:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964614/Infographic_-_how_vocational_and_technical_qualifications_will_be_awarded_in_2021.pdf

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 in August as follows:

Date	Qualification type
12/08/2021	GCSE and other Level 1/2 qualifications

Arrangements for results day

In line with government health and safety guidance, Cockburn John Charles Academy will NOT be able to allow students to come to the academy to receive their grades. Instead, students will receive their results electronically via their @cockburnjohncharles.org email addresses between 9.00am and 10.00am, Thursday 12th August. The email will contain an email attachment with the student's results. This email attachment will need to be downloaded and opened.

Concerns about your results

Students will be able to phone school or email year11@cockburnjohncharles.org on Thursday 12th and Friday 13th August when staff will be on hand to offer support. Further to this Cockburn John Charles Academy will have an online Careers and Post-16 support link available that will provide information that will be updated throughout the results period with up to date information from the colleges and other post-16 providers. Each post-16 provider has its own enrolment process and it is your responsibility to ensure that you enrol with your chosen provider. If you don't, you risk losing your place. Please ensure that you are checking your mobile, email and the relevant websites for updates.

The National Careers Service has an exam results helpline during August 2021. Call 0800 100 900 to speak to a professionally qualified careers adviser for advice on the next steps. The helpline is open every day between 8:00am and 10:00pm from Thursday 12th August until Friday 27th August. After these dates, young people will be able to access ongoing support at any time on 0800 100 900, visiting nationalcareers.service.gov.uk/contact-us or searching for National Careers Service on social media.

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

Certificates

Exam certificates will be available for collection from the school office, 8.00am-4.00pm, Monday to Friday, term time only, from December 2021 until June 2022.

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

Cockburn John Charles Academy will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Cockburn John Charles Academy 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 student does not consider they have been issued with the correct grade, they can submit an Appeal Form to exams@cockburnjohncharles.org to check if an administrative or procedural error has occurred
- Cockburn John Charles Academy will check the student's submitted grade(s) and evidence collected
- 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 Cockburn John Charles Academy will inform the student of the outcome of the review and any further actions taken by the academy by email within 30 working days of the request.
- 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

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 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 must submit an Appeal Form to the Exams Officer via exams@cockburnjohncharles.org
- The Exams Officer will then 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
- The awarding organisation's appeal outcome letter will be provided by email to the student by the Exams Officer as soon as reasonably practical after receipt from the awarding organisation
- 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

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

10 September 2021 - deadline for a student to request a Stage 2 – appeal to awarding organisation

Appeal Form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please check box to indicate the nature of your appeal and complete all white boxes on the form below

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

Name of appellant		Awarding organisation	
Student name if different to appellant		Qualification type Subject	

Please state the grounds for your appeal below:

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned 'For the attention of the Exams officer' (exams@cockburnjohncharles.org) on behalf of the Head of centre to the timescale indicated in this document.