

Information for Candidates - Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

Highcliffe School has determined grades in accordance with the JCQ guidance¹ and has submitted these grades to the relevant awarding organisation by the required deadline. The grades were arrived at according to our [TAG Centre Policy 2021](#) and using the Sources of evidence as detailed here, [TAG Evidence Portfolios](#)

To support your understanding, please refer to 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.

Results

On candidate statements of results and certificates, grades will be reported in the same way as in previous years.

Results will be issued on results day(s) 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 day

GCE and Level 3 Exam Results will be available for collection between 09:00 and 10:00 AM on Tuesday 10th August. Students will also be able to see their results on-line in IT4 at 08:30 am and on MyHighcliffe from 12:00 noon.

GCSE and Level 2 Results will be available for collection between 09:00 and 10:00 AM on Thursday 12th August. Students will also be able to see their results on MyHighcliffe from 12:00 noon.

Please see the document [CERTIFICATES and Results.pdf](#) under Exams Information on the school website for instructions if you would like someone to pick your results up on your behalf.

Concerns about your results

When you receive your results, if you are concerned about any of your grades, your first step should be to speak to a member of staff for advice. If after seeking advice you wish to formally appeal you should read the following information about the arrangements for appeals carefully.

The arrangements for appeals

PLEASE NOTE: For 2021 Teacher assessed grades an appeal can result in your grade GOING DOWN as well as staying the same or increasing. You cannot withdraw an appeal for a centre review once it has been undertaken.

There are two stages to the appeals process:

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

Highcliffe School will support its students through the centre review and awarding organisation appeals process.

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

The information below describes the arrangements in place at Highcliffe 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 student does not consider they have been issued with the correct grade, they can submit a request to the Data and Examinations Office to check if an administrative or procedural error has occurred.
- The student **must read the important information attached as Appendix A at the end of this document.**
- If, after reading this information, you wish to go ahead with a Centre Review you must fully complete the Centre Review Form including electronic signature and date.
- A request can only be made using the online form available via your school login and can be found here: <https://highcliffe.school//centrereviewform>
 - By submitting the Centre Review Form you are digitally signing to authorise the school to undertake a review of your grade. Therefore forms will only be accepted from a Highcliffe School logon. Parents cannot request a review on your behalf.
 - By submitting the Centre Review Form you are confirming that you understand the outcome of the centre review may result in your grade remaining the **same**, being **lowered** or **raised**.
 - **NOTE:** Once a finding has been made **you cannot withdraw your request for a centre review**. 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/>
 - The form should be completed and submitted no later than the deadline below.
 - An acknowledgement will be sent to your school email address when we receive your form.
- On completion of the review the Data and Examinations Office will advise the outcome by email to your school account in sufficient time prior to the relevant appeal to awarding organisation deadline.
- If an administrative or procedural error is found, the Data and Examinations 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

Deadlines to submit a Stage 1 Centre Review request

Priority appeal²

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

Non-priority appeal

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

(The school will look at priority appeals first. Non-priority appeals will be looked at in the order they were received. It may not be possible to respond until after the start of the Autumn term in September.)

² 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.

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 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 Data and Examinations Office to proceed with an appeal to the awarding organisation on their behalf.
- To proceed, the student must complete the *Stage two – appeal to awarding organisation* form including electronic signature and date. A request can only be made using the online form available via your school login. The link to this form will be sent to you with the outcome of the Stage 1 Centre Review.
- Once a finding has been made **you cannot withdraw your request for an 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/>
- The Data and Examinations Office 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 by email to the student by the Data and Examinations Office as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.
- Should the student still remain concerned their grade was incorrect, they may be able to apply for a procedural review.

Deadlines to submit a Stage 2 Appeal Request

Priority appeal³

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

Non-priority appeal

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

Certificates

PLEASE NOTE – Certificates will not be available until November. Please read the document [CERTIFICATES and Results.pdf](#) under Exams Information on the school website for information about how you will receive your certificates. If you are going to be away in November, maybe at university, you should make the necessary arrangements before you go. Please remember to keep is informed about any changes to your contact information in the meantime.

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.



Student Request Form for Centre Reviews and Appeals to Awarding Organisations

Important information for students

What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

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.

What will be checked during a centre review?

You can ask the centre to check whether it made a **procedural error**, an **administrative error**, or both.

A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

What will be checked during an awarding organisation appeal?

You can ask the awarding organisation to check whether the centre made a **procedural error** - or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

When do I need to submit my request?

You should submit a request for a centre review by **16 August 2021 for a priority appeal**, or by **3 September 2021 for non-priority appeals**.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. 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.

What is a priority appeal?

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.

What is your UCAS personal ID and why is it needed?

Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.