



Monday 5<sup>th</sup> July 2021

**Re: Results Day and Appeals**

Dear families,

As we approach the end of this term, I am writing to inform you of updates regarding the collection of this year's examination results.

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

Students in year 13, and those collecting any other Level 3 results to arrive on **Tuesday 10th August** in **surname** alphabetical time slots.

- A – F: 9.00am – 9.30am
- G – L: 9.30am – 10.00am
- M – R: 10.00am – 10.30am
- S – Z: 10.30am – 11.00am

Students in year 11 or students collecting any other Level 1 or Level 2 results to arrive on **Thursday 12th August** in **College** time slots.

- Bronte: 9.00am – 9.30am
- Hawking: 9.30am – 10.00am
- Newton: 10.00am – 10.30am
- Pankhurst: 10.30am – 11.00am
- Tull: 11.00am – 11.30am
- Other: 11.30am - 12.00pm
- External applicants will be invited in to enrol from 11.30am onwards – external applicants arrive at the main reception entrance, sign in, sanitise and supervised through to the gym. Leave via gym fire exit after meeting.

Due to COVID-19 and social distancing restrictions, we have added measures in the academy to ensure adherence to government guidelines. I have summarised the main points below when arriving to collect results:

- Students arrive at the start of their allocated time zone, head to the main entrance, and turn left to the sixth form area.
- Any families arriving with students are to stay in the amphitheatre area.
- A member of staff will call students in and direct them to the relevant table to collect results.
- Students will sanitise before entering and then will interact with members of staff at the designated tables who will be wearing gloves and ask you your name, then hand over your envelope. Students will sign next to their name on receiving the envelope.
- Student will leave the sixth form area via the exit towards the student services corridor and make their way to the gym.
- Students can then open their envelope in the gym at this point. Any student wishing to open their envelope with their families can leave by the fire door leading to the gym, asking permission of the member of staff, and after doing so, to return into the gym.

- Once students have opened their results envelope, they can then speak to staff in the gym stationed at desks to seek further careers information, advice and guidance.
- Students will then leave via the gym fire door exit, signing out and updating staff at the door as to their next pathways. This allows us to support all students to ensure that they have a suitable provision in place after leaving TGAK.
- Any student who wishes to book a meeting for Friday for further information and guidance will state this on the register and a phone call on Thursday afternoon will confirm the appointment time, who with, for Friday.
- Students and families can leave via the pedestrian gate.

*Please be aware the above restrictions may change based on government guidance.*

### **Post-results, Appeals and Complaints Process**

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**

The information below describes the arrangements in place at TGAK 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 believes that they have not been issued with the correct grade, they can submit a request to the exams officer to check if an administrative or procedural error has occurred.
- The exams officer will direct you to a copy of the interactive JCQ 'Centre Assessed Grades 2021 Appeal Request Form' on the TGAK website.
- Students should 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 back to the exams officer at [exams@kingshurst.tgacademy.org.uk](mailto:exams@kingshurst.tgacademy.org.uk)
- 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 the exams officer will complete section B: Centre review outcome of the form and share with the student 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 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 can submit a request to the exams officer 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 section of the form, including electronic signature and date. The form should be saved and returned as an email attachment to the exams officer at [exams@kingshurst.tgacademy.org.uk](mailto:exams@kingshurst.tgacademy.org.uk)
- The exams officer will then submit the appeal on the student’s behalf according to the requirements of the awarding organisation.
- 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 post to the student by the exams officer without delay/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. This is to appeal against how the exam board has reviewed their appeal.
- 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).

Once a finding has been made you cannot withdraw your request for a centre review or appeal. If the grade has been lowered, you will not be able to revert 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/>

Where results for a vocational, technical or other general qualification has been awarded based on teacher-assessed grades, students should be able to appeal on the same basis as GCSE, AS and A level qualifications. However, the exact processes that need to be followed may be different across different awarding organisations. In most cases centres will conduct an initial review of the teacher-assessed grade ahead of any appeal being submitted to the awarding organisation. For qualifications not being awarded on the basis of a teacher-assessed grade where students took exams, for example Functional Skills qualifications, normal post-results services and associated key dates are likely to apply.

Any grade appeals that need to be submitted, must be done so via the JCQ ‘Centre Assessed Grades 2021 Appeal Request Form’; this is an editable PDF. The link for this is [here](#) or you can access it by typing in the following URL address: <https://tinyurl.com/TGAK-exams>. The completed form then needs to be emailed to [exams@kingshurst.tgacademy.org.uk](mailto:exams@kingshurst.tgacademy.org.uk).

**Key dates for priority\* appeals:**

10 August to 16 August 2021	Window for students to request a centre review
10 August to 20 August 2021	Centres conduct centre reviews
10 August to 23 August 2021	Centres submit appeals to awarding organisations

*\*A priority appeal is where, for example, a place at university is dependent on the appeal. You should inform your intended higher education provider that you have requested a centre review or appeal. We will also extend this to any Y11 student who requires a review that is affecting their admission to post 16 education or training.*

**Key dates for non-priority appeals:**

From result day to 3 September 2021	Window for students to request a centre review
From result day to 10 September 2021	Centres conduct centre reviews
From result day to 17 September 2021	Centres submit appeals to awarding organisations

If you require any further information regarding our processes for determining centre assessed grades, please refer to our Centre Policy, which can be found in the exams section of our website. Should you need any additional information, please contact the academy.

Yours sincerely,

A small, handwritten signature in black ink, appearing to read 'G. Shahzad', enclosed within a thin, hand-drawn oval border.

**Mr. G. Shahzad**  
College Leader