



Summer 2021

Results and Appeals process

Information for Centre

Results and Appeals

Teacher assessed grades

Woodlands School:

- will not divulge teacher assessed grades, with candidates or parents/carers before the issue of results
- understands that any inappropriate disclosure of teacher assessed grades before the issue of results will be investigated by awarding bodies as potential malpractice
- will divulge final grades on results day (12th August) at 8.30am. These will be sent to candidates via their school e-mail address
- will, upon formal request, divulge individual assessment records

Final grades

Woodlands School will:

- issue results in accordance with the *JCQ – Appeals- Guidance Summer 2021* document
- signpost candidates (and parents/carers) to information provided by key stakeholders before final grades are issued to support their understanding of the grades awarded
- give candidates the opportunity to access their individual assessment records after the results have been issued

Arrangements for results day

Woodlands School will:

- organise results day and inform candidates of the arrangements in place for the collection of/access to their results
- ensure senior members of centre staff are available/accessible to candidates with whom a result/results may be discussed
- prepare information for candidates showing their options if they have concerns about their results
- signpost candidates to relevant Ofqual and/or awarding body information that sets out how their grades were calculated this year and the options available if they believe their result was not properly produced, including access to Centre reviews and Awarding Organisations Appeals.

Arrangements for appeals

Woodlands School will:

- follow information provided by awarding bodies to determine the grounds on which an appeal can be made on behalf of a candidate, or candidates
- make candidates aware of the arrangements in place for appeals prior to the issue of results by providing information on the school website
- submit the results of a Centre review to the exam board, where it is judged that a candidate's grade needs to change because:

- the centre itself made an error when submitting teacher assessed grades to the awarding body and has supporting evidence that confirms an error was made (and will submit its supporting evidence at the earliest stage and explain why data which the Head of Centre declared to be accurate is now considered incorrect)
- the centre itself did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness
- submit an appeal to the awarding body on behalf of a candidate or candidates where it is believed:
 - the centre itself did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness and this has not been satisfactorily addressed through the Centre Review process
 - the school or college made an unreasonable exercise of academic judgement* in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence.
 - the exam board made an administrative error, e.g. they changed a candidate's grade during the processing of grades
- collect consent from a candidate before any appeal is submitted to the awarding body.

**A reasonable judgement is one that is supported by evidence. An exercise of judgement will not be unreasonable simply because a student considers that an alternative grade should have been awarded, even if the student puts forward supporting evidence. There may be a difference of opinion without there being an unreasonable exercise of judgement. The reviewer will not remark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence.*

How teacher assessment grades were determined

Prior to results day, Woodlands School have provided the following:

- Centre Policy, outlining the process by which Teacher Assessed grades have been determined
- Assessment records for every subject

To respond to any queries, challenges or appeals from a candidate (or their parent/carer) Woodlands School will provide records detailing:

- Individual assessment records for each of the candidate's subjects, including information regarding any variation of evidence used, access arrangements provided or special consideration applied
- Head of Department checklists (using template provided by JCQ)
- Moderation records
- the standardisation process where a cohort was taught across several teachers in a subject area
- the review and check for accuracy undertaken as part of the internal quality assurance process for each subject
- confirmation of the process for head of centre sign-off and submission of the declaration to awarding bodies

- any errors reported by an awarding body after the submission of information and details of how these were resolved

Reference publications

JCQ:

[JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf](#)

[JCQ_Appeals-Guidance_Summer-2021.pdf](#)

Ofqual:

[Awarding-qualifications-in-summer-2021](#)

[Student guide to awarding in summer2021](#)

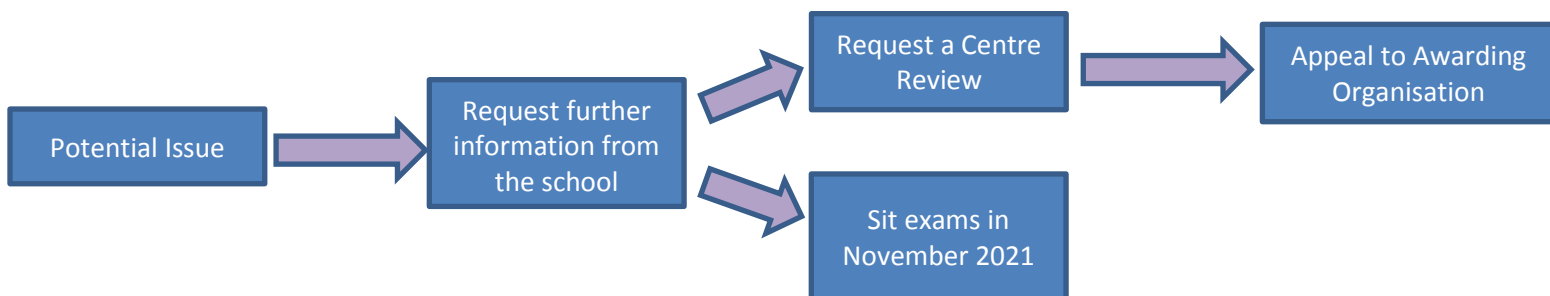
Information for Candidates

Results, Appeals and Certificates

Quick Guide – I wish to...

- Request further information about my individual assessment grades in a subject
Click here: [Step 1: Form to Request Evidence- Individual Assessment Record](#)
- Appeal my final grade via a Centre review. **Click here:** [Step 2: Centre Appeal Form 2021](#)
- Further appeal the school’s Centre review decision, by making an appeal to the Awarding Organisation (only possible after a Centre Review has been conducted). **Click here:** [Step 3: Awarding Organisation Appeals Form](#)
- Apply to sit my exams in a certain subject. **Click here:** [Request to sit exams in the November 2021 Series](#)

I think there may be an issue with my results please note:



Teacher assessed grades

Woodlands School has submitted Teacher Assessed grade(s) to the relevant awarding body in accordance with the Ofqual guidance¹ on *Awarding qualifications in summer 2021*, in line with the awarding body instructions and the process set out in the school’s Centre Policy,

¹<https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2021/awarding-qualifications-in-summer-2021>

Awarding bodies have selected samples for moderation from all schools to ensure grading standards are consistent across all centres. Any amendments to grades as a result of this process, will be made before Results Day on August 12th.

Final grades

On candidates’ statements of results (results slips) and certificates, final grades will be reported in the same format as the PAM reports issued for PPE 1 and PPE 3.

Final grades will be issued on results day(s) in August as follows:

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

Arrangements for results day

Candidates will receive their results via their school e-mail address at 8.30am on 12th August, 2021. Candidates will receive a text both one week and one day before their results are released to remind them to log into their school e-mail address.

As part of the e-mail received from the school, candidates will find attached a letter from the Head Teacher, as well as a PDF which details their final grade, as determined by the relevant awarding body. Candidates will also be sent a paper copy of their final grades in the post; these will be sent out on the morning of 12th August, 2021.

Members of the pastoral team will be available in person on results day to provide support to any candidates who feel stressed or anxious following their results. Candidate can telephone the school to arrange a face-to-face meeting with a member of the pastoral team on results day.

Members of the extended leadership team will be available on results day to take phone calls from candidates and provide advice regarding entry to post-16 courses qualifications. Candidates are free to contact the school directly via telephone, but the leadership and pastoral teams will actively make telephone contact with candidates who may have received results which do not meet the entry requirements of their chosen course and post-16 destination. Candidates will be able to book meetings to meet with either the leadership or pastoral teams in person in school, to gain careers or pastoral support on the day if they should require this. A member of the Connexions careers support team will also be available for face-to-face meetings at the school throughout the day. Candidates will need to contact the school via telephone to arrange these meetings.

Members of the Senior Leadership Team will be available in person on results day to discuss results with candidates and provide advice on possible actions the candidate may wish to take, such as requesting further information, appealing their final grade or applying to sit exams on a particular course. Candidates will be able to book these meetings by telephoning the school; they must book ahead. Bookings are available from 8.40am.

As part of the e-mail candidates receive containing their exam results, a link will also be provided to the area of our website which provides further information on results and appeals.

If a candidate wishes to formally request information regarding their individual assessment records, including information regarding any variation of evidence used, access arrangements provided or special consideration applied, they should click and complete this online form by 16th August 2021: [Step 1: Form to Request Evidence-Individual Assessment Record](#)

If, as a result of reviewing the information on their Individual Assessment record, a candidate wishes Woodlands School to conduct a Centre Review of their final grade, they should click and complete this online form by 27th August 2021: [Step 2: Centre Appeal Form 2021](#)

If a candidate wishes to apply to sit their exams in a particular subject in the November 2021 examination series, they should click and complete this online form by 13th September: [Request to sit exams in the November 2021 Series](#)

If, after the outcome of the Centre Review, a candidate wishes Woodlands School to make an appeal to the Awarding Organisation on their behalf, they should click and complete this online form by 13th September: [Step 3: Awarding Organisation Appeals Form](#)

Concerns about your results

The *National Careers Service Exam Results Helpline*² offers advice each year for students who have not received the results they had hoped for, and support will be provided via telephone and in school by school leaders and a member of the Connexions careers support team.

² <https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies have also provided guidance and information for students about results. This guidance has been signposted in the TEO Summer Candidate Confirmation form on the school website and can also be found below:

- Pearson's guidance for Students, Parents and Carers <https://qualifications.pearson.com/en/campaigns/summer-2021-support/support-for-students-parents-and-carers.html>;
- AQA's guidance for Students, Parents and Carers <https://www.aqa.org.uk/2021-exam-changes/support-for-students>;
- OCR's guidance for Students, Parents and Carers <https://www.ocr.org.uk/everything-you-need-to-know-for-summer-2021/students/>;
- WJEC's guidance for Students, Parents and Carer's <https://www.wjec.co.uk/home/student-support/>;

If you have a concern about a grade you have been awarded, you have the following options available:

- request that Woodlands School conducts a Centre Review to ascertain if Woodlands School failed to follow its procedures properly or consistently in arriving at that result or made an administrative error in relation to the result
- request that Woodlands School appeals on your behalf to the Awarding Organisation if you believe that:
 - the centre did not follow its procedure properly or consistently in arriving at the result, or during the centre review
 - the awarding organisation made an administrative error in relation to the result
 - the centre made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of that grade from the evidencesuch an appeal can only be requested after the outcome of the Centre Review has been reported to you.
- request to sit an exam in the November 2021 exam series
- apply for a procedural review to the Exam Procedures Review Service (EPRS) from the relevant regulator if you remain concerned your grade is incorrect. There are EPRS processes for Ofqual (England) and Qualification Wales. The regulators will provide further details about the EPRS processes for summer 2021 before results days this summer.

Arrangements for appeals

The arrangements for awarding qualifications in summer 2021 state:

Candidates can appeal their grades through their centre if they feel the process this summer was not followed correctly in their case.

A candidate can:

- formally request information regarding their individual assessment records, including information regarding any variation of evidence used, access arrangements provided or special consideration applied

TO REQUEST THIS INFORMATION, A CANDIDATE SHOULD CLICK HERE AND COMPLETE THIS ONLINE FORM BY AUGUST 16th, 2021: [Step 1: Form to Request Evidence- Individual Assessment Record](#)

- ask their centre to conduct a Centre Review, if there is evidence that leads a candidate to believe:
 - Woodlands School failed to follow its procedures properly or consistently in arriving at that result
 - Woodlands School made an administrative error in relation to the result

TO REQUEST A CENTRE REVIEW, A CANDIDATE SHOULD CLICK HERE AND COMPLETE THIS ONLINE FORM BY AUGUST 27th 2021: [Step 2: Centre Appeal Form 2021](#)

- Request that Woodlands School make an Appeal to the Awarding Organisation, if a Candidate believes that:
 - the centre did not follow its procedure properly or consistently in arriving at the result, or during the centre review
 - the awarding organisation made an administrative error in relation to the result
 - the centre made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of that grade from the evidence

such an appeal can only be requested after the outcome of the Centre Review has been reported to you.

Candidates will be charged the fee provided by the awarding body to sit appeal their grade and will need to pay this fee to Woodlands School before an appeal can be processed. However, upon a successful appeal, Woodlands School will reimburse the full fee back to the candidate.

TO REQUEST WOODLANDS TO MAKE AN APPEAL TO THE AWARDING ORGANISATION, A CANDIDATE SHOULD CLICK HERE AND COMPLETE THIS ONLINE FORM BY SEPTEMBER 13th, 2021: [Step 3: Awarding Organisation Appeals Form](#)

A candidate cannot:

- appeal in respect of the process or procedure used by Woodlands School as set out in the school's Centre Policy
- appeal directly in any respect to the awarding body

Sitting Exams

Candidates can sit examinations for any course where they feel they could improve their performance in the November 2021 exam series. Candidates will be awarded a grade based on written exams only and no non-exam assessment will contribute to final grades, with the exception of Art and Photography.

There will be no charge to candidates for resitting their exams in the Autumn 2021 exam series.

TO APPLY TO SIT EXAMINATIONS, CANDIDATES SHOULD CLICK AND COMPLETE THIS ONLINE FORM: [Request to sit exams in the November 2021 Series](#)

The deadline to submit requests to sit exams is **Monday 13th September 2021**.

Certificates

Certificates, when received from the awarding body, will be issued to candidates in person over a series of afternoons to ensure social distance guidelines are adhered to. Candidates will be invited in to collect their certificates on different days, dependent upon their surname. The dates for collection will be sent out via the candidate's school e-mail address, along with a text message to parents/carers advising that this e-mail has been sent.

It is the candidate's responsibility to come in to collect the certificates on the nominated day. If this is not possible, they will need to arrange an alternative date with the exams officer within the 12 month retention period. If this is not possible the candidate must make arrangements for a nominated adult to collect the certificates on their behalf. The candidate must write to the exams officer with signed consent outlining who the adult is they are giving permission to collect their certificates. The nominated person must present a valid form of photo ID at collection.

Appeals procedure

Woodlands School will:

- inform candidates of the arrangements for appeals prior to the issue of results and the accessibility of senior members of centre staff immediately after the publication of results by providing this *Woodlands School Results and Appeals Process 2021* notice/document on the school website.
- Provide Individual Assessment Records to any candidate that makes a formal request for this information
- Conduct a Centre Review on a candidate's behalf if the candidate believes that an administrative or procedural error has occurred
- appeal to an awarding body on a candidate's behalf should the candidate believe that the outcome of the Centre Review is incorrect or that the centre made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence; the school or college did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness; the exam board made an administrative error, e.g. they changed your grade during the processing of grades
- ask the candidate to provide written informed consent (informed consent via candidate email is acceptable) before a Centre review is conducted or an appeal is submitted to the awarding body as the review/appeal could result in the final grade being lower than, higher than, or the same as the grade which was originally awarded
- ask the candidate to pay the fee issued by the awarding organisation for processing the appeal before the appeal is submitted. The full fee will be reimbursed if the appeal is upheld and the candidate's grade changed.
- only collect consent after the publication of results.
- where relevant, advise an affected candidate to inform any third party (such as a university or college) that an appeal has been submitted to an awarding body
- provide a response to a candidate's formal request for their Individual Assessment Record submission by **17th August**.
- provide a response to a candidate's request for a Centre Review by **10th September**.
- Submit an appeal to the awarding organisation on the candidate's behalf by **17th September**.