

Information for Summer 2021 Exam Candidates
Results, Appeals, Certificates and Autumn 2021 Exam Series

Teacher Assessed Grades

King Edward VI Handsworth Wood Girls' Academy (HWGA) 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 the teacher assessed grades information published on the academy's website on May 5th 2021,

<https://www.hwga.org.uk/2021/05/05/year-11-and-year-13-teacher-assessed-grades-policy>

Further information can be found on the Ofqual website,
Student guide to awarding: summer 2021²

Results

Results will be issued by awarding bodies in just the same way as for written exams. You will receive a statement of results (results slip) and grades will be reported in the same way as in previous years. As usual, all results are provisional until final certificates are issued

Results will be issued in August as follows:

Date	Time	Qualification type
10/08/2021	8.30am – 12.30pm	GCE (AS, A Levels) and other Level 3 qualifications
11/08/2021		(The exams officer cannot be contacted on this date.)
12/08/2021	9.00am – 1.00pm	GCSE and other Level 1/2 qualifications

Arrangements for results days

The academy will be open from the times and dates specified above. Results will be available for collection from the sixth form block. Senior staff will be available to discuss the next steps for students. Students who are not returning to the academy in September must inform the academy of their destination. It is recommended strongly that you attend results day in person. If you are not able to attend then please inform the exams officer, Mr Hopkins, beforehand by emailing ahopkins@hwga.org.uk.

Public health protocols and academy policy relating to covid-19 in force at the time must be observed. If it is not possible to open the academy on results days then arrangements will be made to email results and students will have remote access to senior staff and the post results processes, if required.

Concerns about your results

After receiving your results, if you think that a grade is wrong then your first step should be to speak to a senior member of staff for advice.

Further details of the arrangements for appeals are provided below. Please note that the exams officer is not available on Wednesday 11th August as priority has to be given to ensuring that Level 1 & 2 / GCSE results are ready for students to collect on Thursday 12th August.

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

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

Certificates

The exams officer receives certificates from several awarding organisations during the autumn term. Certificates have to be collated for each student and, typically, they are ready for collection around mid-November. The exams officer will contact you by post to advise you when you can collect your certificates. You are strongly advised to collect your certificates in person from the academy without delay, as you will need to show them to future employers / education providers. Another person can collect your certificates provided that you give the exams officer a signed note authorising the person to collect them.

Please inform the academy if you change your address. The academy reserves the right to destroy certificates which have not been collected after 12 months, although, in practice, certificates are retained for longer than this, as storage space allows.

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

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

The information below describes the arrangements in place at HWGA for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

Stage 1 – Centre review

- If you consider that you have not been issued with the correct grade, then you can submit a request to Mr Cooner, Assistant Headteacher – Data & Raising Standards Leader, scooner@hwga.org.uk, to check if an administrative or procedural error has occurred. Appeals must be made as follows.
- You must email the exams officer, ahopkins@hwga.org.uk, who will email you a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals*. The exams officer will complete the centre name, centre number, student name and candidate number fields.
- On receipt, you must open the interactive form and read the instructions. It is important that you understand these. You must complete Section A, “A. Student request” in full, including electronic signature and date.
- The form must be saved and returned as an email attachment. Do not change the file name as it includes your candidate number and name, to assist with administration.
- The outcome of the centre review may result in your grade remaining the **same**, being **lowered** or **raised**
- On completion of the review, Mr Cooner or another member of teaching staff who has knowledge of the subject concerned will complete Section B, “B. Centre review outcome”, of the

form and share the outcome with you. This will be done in sufficient time prior to the deadline for submitting a stage 2 appeal to the relevant awarding organisation.

- 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 you.
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion. If you want to improve your grade then you should consider entering for the autumn exam series.
- If you believe that:
 - there is still an error following the centre review, or
 - the awarding organisation has made an administrative error, or
 - the grade awarded was an unreasonable exercise of academic judgement,
 then you can submit a request to Mr Cooner, to proceed with an appeal to the awarding organisation on your behalf.
- To proceed, the exams officer will email you your copy of the *”JCQ Student Request Form for Centre Reviews and Appeals”* form which was used to process stage 1 of the appeal.
- You must now complete the *“Stage two – appeal to awarding organisation”* section of the form, including your name, date and electronic signature. You must then email the completed form to Mr Cooner and the exams officer.
- The exams officer will then submit the appeal on your behalf in accordance with 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 emailed to you without delay.
- If you still remain concerned that your grade is incorrect then you 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/>

Priority Appeal – deadline dates

16 August 2021	deadline for a student to request a Stage 1 appeal – centre review
23 August 2021	deadline for a student to request a Stage 2 appeal – appeal to awarding organisation

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.

Non-priority appeal

3 September 2021	deadline for a student to request a Stage 1 appeal – centre review
17 September 2021	deadline for a student to request a Stage 2 appeal – appeal to awarding organisation

Autumn 2021 Exams

If you are dissatisfied with any of your grades then you have the option to enter the Autumn 2021 exam series. You can do this whether or not you request any appeals. Timetables for Autumn 2021 exams can be found on the websites of the awarding organisations.

- Requests for entry in Autumn 2021 must be made by email to Mr Cooner and copied to the exams officer.
- You must make entry requests at least two school days before the final entry deadline shown in the key dates table below (Friday 3 September 2021 for GCE and Wednesday 29 September 2021 for GCSE).
- The academy reserves the right to refuse late entries. If a late entry is accepted then you must pay any late fees before the entry is processed.
- Once entries have been made, the exams officer will issue you with a personal candidate timetable.

Key Dates

8 September 2021	Final date for entries – GCE subjects
4 October 2021	Final date for entries – GCSE subjects
4 October 2021	Date of first GCE exam
1 November 2021	Date of first GCSE exam
22 October 2021	Date of final GCE exam
3 December 2021	Date of final GCSE exam
16 December 2021	GCE results released to candidates
13 January 2022	GCSE English Language & GCSE Mathematics results released to candidates
3 February 2022	Final date to request marking reviews – GCE subjects
17 February 2022	Final date to request marking reviews – GCSE English Language & GCSE Mathematics
23 February 2022	GCSE results released to candidates – all other subjects in Autumn 2021 series
31 March 2022	Final date to request marking reviews – all other subjects in Autumn 2021 series
22 April 2022	Final date for awarding organisations to issue certificates