



Information for Candidates

Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

Congleton High School has determined grades in accordance with the [JCQ guidance](#)¹ and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer to Ofqual's [Student guide to awarding: summer 2021](#)² 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 days 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 days

This year, both A-Level and GCSE results days will be held in the same week and candidates will be able to collect their results, in person, from the main hall between 9am and 11am. A-Level candidates may collect their results on Tuesday 10th August and GCSE candidates may collect theirs on Thursday 12th August. If you are unable to collect your results, you may receive them by post (please send a stamped, addressed envelope to our Exams Officer, Mrs Isherwood). NB: The results will only be posted out to you on the actual results day, no earlier. You may also ask someone to collect your results for you but you must send the name of this person, in advance, to Mrs Isherwood (kisherwood@congletonhigh.com) and proof of identity must be shown by the person collecting on results day.

Concerns about your results

When you receive your results, if you think that a grade is wrong, your first step should be to speak to Mr Warren for advice.

Further details of the arrangements for appeals are provided below.

Certificates

Certificates, when received from the awarding organisations, will be issued to you at or following the Awards Evenings:

GCSE: 17th November 2021

A-Level: 14th December 2021

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

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

The arrangements for appeals

There are two stages to the appeals process:

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

Congleton High School will support its candidates through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Congleton High 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 candidate does not consider they have been issued with the correct grade, they can submit a request to Mr Warren to check if an administrative or procedural error has occurred.
- Mr Warren will email the candidate, a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals* (saved in the candidate's name and candidate number) as an attachment.
- On receipt, the candidate should open the attachment, 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.
- The outcome of the centre review may result in the candidate's grade remaining the **same**, being **lowered** or **raised**.
- On completion of the review Mr Warren will complete *section B. Centre review outcome* of the form and share with the candidate 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, Mr Warren 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 candidate.
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the candidate wants to improve their grade they may want to consider entering for the autumn exam series.
- If the candidate believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the candidate considers that the grade awarded was an unreasonable exercise of academic judgement, the candidate can submit a request to Mr Warren to proceed with an appeal to the awarding organisation on their behalf.
- To proceed, the candidate 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.
- Mr Warren will then submit the appeal on the candidate'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 candidate by Mr Warren as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.

- Should the candidate 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

Priority appeal³

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

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

Non-priority appeal

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

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

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.