



Montgomery Academy

An Academy within the Fylde Coast Academy Trust

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Inspiring Excellence Together

29th June 2021

Dear Parent/Carer and Year 11 Student,

Information for Candidates and their Parents: Summer 2021 Results, Appeals and Certificates

[Update on the process for the award of Centre Assessed Grades \(CAGs\) here at Montgomery](#)

We have now determined centre assessed grades in accordance with the JCQ guidance and submitted these grades to the relevant exam boards by last Friday's deadline, 18th June. Awarding bodies now gather a sample of grades and evidence from all centres to quality assure the processes undertaken in schools. This sampling process is currently underway. Following this, the relevant exam boards will review grades awarded by schools and finalise the grade to be awarded to each candidate. **As previously stated, please be aware that it is the examination board, not the school which awards the final grade.**

To support your understanding, please refer to [Student Guide to Awarding: summer 2021](#) which tells you how students will get their qualifications in summer 2021 and where you can get more information.

Arrangements for Results Day (Thursday 12th August)

Results will be collected in person by students on the morning of Thursday 12th August as per entrance and time in the table below. Students should arrive at the allotted time through the entrance indicated in the table below. Students will need to wear a mask, sanitise their hands on arrival, collect and sign for their envelope and then leave the premises following the clearly marked one-way system. We cannot allow any groups of students to gather on the school premises and will respectfully ask groups to disperse if this does happen.

Student Services - Station 1		Science Arches - Station 2	
11A1	10am	11B1	10am
11A2	10:20am	11B2	10:20am
11A3	10:40am	11B3	10:40am
11A4	11:00am	11B4	11:00am
11A5	11:20am		

We are aware that some students will need support on the day, or advice regarding their next steps. To aid this we have set up an email account especially. If students email this account on the day an arrangement can be made to have a Google Meet or a phone call with a member of staff. resultsdaysupport@montgomery.fcat.org.uk.

If the student is unable to collect results because of other commitments it is possible for a relative to collect the results on a student's behalf, provided that they bring a signed letter from the student to grant permission and some form of I.D. Alternatively a written request can be made in advance which includes a stamped address envelope for the results to be posted home. PLEASE NOTE that we are not able to provide exam results over the telephone.

Appeals 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:

- the centre policy (available on the school website)
- the sources of evidence used to determine the student's grade (available on the school website), along with the marks/grades associated with them (available on request after results day)
- details of any variations in evidence used based on disruption to what that student was taught
- 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

You can read this guidance in full using the link below:

[JCQ Guidance for Students, Parents and Carers: GCSEs and A-Levels in England summer 2021](#)

There are two stages to the appeals process:

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

Wherever it is possible and appropriate to do so, Montgomery Academy will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Montgomery 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 pupil does not consider they have been issued with the correct grade, they can submit a request to check if an **administrative or procedural error** has occurred using the link below:

[Link to form here](#)

Students and parents should note that the outcome of the centre review may result in the student's/candidate's grade remaining the same, being lowered or raised.

On completion of the review, Montgomery will share the outcome with the student, in sufficient time for an appeal to be made, where applicable, 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 can only be submitted when the first stage, the centre review, has been completed and the outcome issued to the student. **The exam board will not be able to consider an appeal that is based solely on differences of opinion** – a student wanting to improve his / her grade 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 exam board 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 proceed with an appeal to the awarding organisation on their behalf. This request should be made using pages 4 and 5 – Stage Two of the appeals form.

Montgomery Academy may then submit an appeal on the student's behalf according to the requirements of the exam board to which it is being submitted. The exam board will determine the grade at appeal and the outcome will be final. **Once again, 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 exam board.

The exam board's appeal outcome letter will be shared by email to the student by Montgomery Academy as soon as is reasonably practical after the outcome letter from the exam board is received by the school. Should the student still remain concerned that his / her grade was incorrect, it may be possible for him / her 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).

It is important that students and their parents are aware that, once a finding has been made, it is not possible to withdraw the request for a centre review or appeal. If the student's grade has been lowered, it cannot revert back to the original grade received on results day. For more information, please refer to [the Department for Education's blog](#).

All appeals for GCSE and other level 1 and 2 qualifications are classed as non-priority appeals. (Priority appeals are available for A-Levels only.) Deadlines for submissions of requests are as follows:

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

17 September 2021– deadline for a student to request a Stage 2 – appeal to exam board

Presentation of Certificates

It is our hope that we will be able to hold a Certificate Evening for former Year 11 pupils to celebrate their achievements in the autumn. More details will follow nearer the time.

Yours sincerely,



Mrs C Montgomery
Senior Deputy Headteacher