

Information for Candidates

Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

Colchester County High School for Girls has determined grades in accordance with the JCQ guidance ([link](#)) and has submitted these grades to the relevant awarding organisation by the required deadline.

Grades this summer were based on Teacher Assessed Grades (TAGs). TAGs were submitted to the examination boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance. These grades were then approved by the relevant examination board, following external quality assurance checks.

Ofqual's Student guide to awarding: summer 2021 ([link](#)) provides more information on the procedures followed by centres and the awarding bodies.

Provisional Results

On candidate statements of results (results slips) 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

We aim to provide an environment that is as safe as it can be so we will be implementing controls to minimise contact and mixing as far as possible.

- Any student who has coronavirus (COVID-19) symptoms or self isolating after a positive Covid 19 test must not come onto the school site.
- Students should use the hand sanitisers which are available on site
- Student should bring their own pen to sign for their results
- The school will ensure that frequently touched surfaces are cleaned frequently
- A face mask is recommended

Students should enter the school via the main school gates and follow the signs to the Hall. There will be social distancing queuing system in place. Hand sanitiser stations will be available on arrival and exiting the building. Students should open their results outside of the Hall in order to facilitate the distribution of results for all students. We would advise that students are accompanied to the school by an adult to support them upon receipt of their results and with regards to any subsequent decisions that may need to be made. Parents must remain in the car park and are not permitted to enter the school building. They must also remain a safe distance away from queuing students. Results cannot be released to anyone other than the student, unless our Examinations Officer, has received email permission in advance at exams@cchsg.com. The person authorised should carry photo ID. We are also unable to release results over the telephone or by email. If students would like their results posted they should provide a stamped addressed envelope to Mrs Pye, Examinations Officer. The results will be posted on results day.

Y13 A Level results: Following a request from the Department for Education JCQ and the examination boards have moved the release of the results from 08.00 to 08.30. The move has been made to coincide with the timing of the UK-wide release of Higher Education application outcomes. A Level results day is **Tuesday 10 August**. Results may be collected from the **Hall between 08.30 and 09.30**.

Level 3 Extended Project Qualification results: Results may be collected on **Tuesday 10 August** from the **Hall between 09.30 and 10.00**. Any results not collected or posted can be collected from Mrs Pye when we return in September.

Y11 GCSE results: GCSE results day is **Thursday 12 August**. Results may be collected from the **Hall** between **09.00** and **10.00**.

Y10 GCSE results: GCSE results day on **Thursday 12 August**. They may be collected from the **Hall** between **10.00** and **10.30**. Any results not collected or posted can be collected from Mrs Pye when we return in September.

Level 2 Higher Project qualification (7992) results: They may be collected from the **Hall** on **Thursday 12 August** between **10.15** and **10.30**. Any results not collected or posted can be collected from Mrs Pye when we return in September.

Pastoral and Senior staff will be available to support students on the results days.

Certificates

The process for issuing certificates, when received by the awarding body, will be confirmed in due course.

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 – this is available via this [link](#)
- 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

All students have the opportunity to appeal their grade if they meet the eligibility criteria (see below). It is important to note that an appeal may result in a grade being lowered, staying the same, or going up. So if a student puts in an appeal and their grade is lowered, they will receive the lower mark.

There is also the option to resit GCSEs, A levels and some AS levels in the autumn series, which may be preferable to some students. The design, content and assessment of these papers will be the same as in a normal year.

The grounds for appeal

There are five main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

- If a student thinks we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.
- If a student thinks we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the examination board. An example of this would be where a student has been told they should have received extra time for assessments but this wasn't given in a certain subject.
- If a student thinks the **academic judgement on the selection of evidence was unreasonable**: if a student thinks the evidence used to grade them was not reasonable.
- If a student thinks the **academic judgement on the grade they were given was unreasonable**.

What does 'unreasonable' mean?

'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade.

This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence.

It also means that the independent reviewers will **not** remark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.

What will be the outcome of an appeal?

At either stage of the appeals process (see the information on the two stages of an appeal below), a student's grade **may go up, stay the stay, or go down**. When placing an appeal the student will have to sign a declaration saying that they accept the fact their grade may go down and they may get a lower grade than their original TAG.

There are two stages to the appeals process:

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

Colchester County High School will support students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place 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 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. The student can access the *JCQ Appeals-Guidance Summer-2021 and request for Stage 1 centre review form* from the Examinations area of the school website (link). Students should read the important instructions and send the completed form, which must include including electronic signature and date, by email to ExamAppeals2021@cchsg.com by the deadline given below.
- 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 school will complete *section B centre review outcome form* and share with the student as a record of the outcome, in sufficient time prior to the relevant appeal to awarding organisation deadline (as long as the form has been submitted within the school deadline).
- If an administrative or procedural error is found, the school 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 Stage 1, centre review, has been completed and the outcome of the Stage 1 centre review 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 2021 examination series. Information on the autumn series will be available on the school website.
- 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 ExamAppeals2021@cchsg.com to proceed with an appeal to the awarding organisation on their behalf.
- To proceed, the student must complete the *JCQ Appeals- Stage 2 appeal to awarding organisation form*, which must include an electronic signature and the date. The form can be accessed from the

Examinations area of the school website (link) and should be completed and returned as an email attachment to ExamAppeals2021@cchsg.com.

- The school will then submit the appeal on the student'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 student by the school 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
- 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 using this [link](#).

Priority appeals

Priority appeals will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of 8 September. 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. If a student decides not to confirm a firm conditional offer and to go through clearing instead, JCQ cannot offer a priority appeal. Students should inform their intended higher education provider that they have requested a centre review or appeal. Students will need to provide in the request form(s) their 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.

Deadlines to submit a request

Priority appeal

12 August 2021 – deadline for a student to request a Stage 1 - centre review

16 August 2021 – deadline for a student to request a Stage 2 – appeal to awarding organisation

Non-priority appeal

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

10 September 2021– deadline for a student to request a Stage 2 – appeal to awarding organisation

At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g. subject teachers, SEND knowledge). This may not be possible in August. In such cases, we may have to wait until the start of term, but priority appeals will still be treated as a priority.

Summary of key dates for appeals

Qualification	Release date	Priority – Stage 1 Centre review deadline	Priority deadline for Stage 2 – appeal to the awarding organisation	Non priority – Stage 1 Centre review deadline	Non priority deadline for Stage 2 – appeal to the awarding organisation
A Level (priority)	10 August	12 August	16 August		
A Level (non-priority)	10 August			3 September	10 September
GCSE	12 August			3 September	10 September

If the above deadlines are adhered to for the submission of the request forms then the school will be able complete the Stage 1 centre review and share the outcome in sufficient time for students to make a Stage 2 appeal to the awarding organisations, if required. This will then ensure that the Stage 2 appeal will meet the awarding organisations deadline of the 23 August (priority appeals) or 17 September (non-priority appeals). The CCHSG deadlines will give the school time to collate all of the required evidence and information to submit to the awarding organisations. The Examinations Office will be staffed from 9-20 August and then from 3 September.

Autumn 2021 series

There will be a full series of AS, A-level and GCSE in all subjects available in autumn 2021. Ofqual has confirmed that for this series examinations will be in their normal format, with no adaptations made and that grades will be determined by a student's performance in an examination for all subjects, except for art and design qualifications ([link](#))

The **A Level** examinations will start on Monday 4 October and finish on Friday 22 October. Students wishing to sit an examination in the Autumn Series must complete and return the entry form to Mrs Pye, Examinations Officer, (exams@cchsg.com) by 15.00 **Friday 24 September 2021**. Entry forms will be available on the examinations area of the school website from results day.

The **GCSE** examinations will start on Monday 1 November and finish on Monday 3 December. Students wishing to sit an examination in the Autumn Series must complete and return the entry form to Mrs Pye (exams@cchsg.com) by 15.00 **Friday 3 September 2021**. The link to the entry form and information is on the Examination Administration – Autumn 2021 Series on the school website, www.cchsg.com.

Information on the CCHSG website

Further information is located on our website, cchsg.com, under the tab The School-Examination Administration

The **Summer 2021 Series** area contains information in the following sections:

- GCSE and A Level Grading Information Summer 2021
- GCSE and A Level Appeals Summer 2021
- GCSE and A Level Results Days Summer 2021

The **Autumn 2021 Series** area will be updated to contain the following information:

- Key dates
- Entry forms

Useful information for students and parents from the awarding bodies which includes wellbeing and support:

OCR - [link](#)

Pearson - [link](#)