



22.07.21

Summer 2021 Results, Appeals and Certificates

Dear Parent/Carer,

This summer, GCSEs and Entry Level Certificates (ELCs) are being awarded on the basis of [Teacher Assessed Grades](#).

Results Day is Thursday 12th August 2021 and we will send results out by email and 'snail' mail that same morning. We will advise you when certificates arrive (November-ish) and you can either pick them up at school or have them mailed recorded delivery.

The above link, the [JCQ Guidance for Students and Parents](#) and other documents can be found on our website under [Parents & Carers – Examinations](#).

In the unlikely event of your wanting to appeal a grade, please see our arrangements for appeals overleaf.

Wishing you an enjoyable summer.

Yours sincerely
Owen Williams
Exams Officer

Arrangements for Appeals

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](#)
- the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
- 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

There are two stages to the appeals process:

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

Stage 1 – Centre review

- If a student considers they have been issued the wrong grade, they can submit a request to exams@dorinpark.cheshire.sch.uk to check if an administrative or procedural error has occurred
- A copy of interactive JCQ Student Request Form for Centre Reviews and Appeals will then be sent (by email).
- On receipt, the student should open the attachment, read the instructions, complete section A. Student request, then save and return the form as an email attachment. 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 Exams Officer will complete section B. Centre review outcome of the form and share with the student/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, The Exams Officer will submit a request to the awarding organisation to correct the error and amend the grade

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 student
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion
- 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 exams@dorinpark.cheshire.sch.uk to proceed with an appeal to the awarding organisation on their behalf
- To proceed, the student must complete Stage two – appeal to awarding organisation of the interactive JCQ Student Request Form for Centre Reviews and Appeals The form should be saved and returned as an email attachment.
- The Exams Officer 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 Exams Officer as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre
- Should the student 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.

Deadlines to submit a request are 3pm on the following dates:

- **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 awarding organisation

Head Teacher – Lucy Lee

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