



Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades (TAG)

St Ursula's Convent School 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 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 (results slips) and certificates, grades will be reported in the same way as in previous years.

Arrangements for results day – Thursday 12th August 2021 (9.30am – 10.30am)

We would like to celebrate our pupils' achievements, hard work and progress over the last five years, by inviting them into school on this important day. This year, weather permitting, we hope to hold results day outside in the Quad where pupils will collect their results in form groups. Pupils should arrive between 9.30am and 10.30am. If bad weather prevents us from holding results day outside, we will relocate to the Main Hall and St Angela's. We will only be able to accommodate pupils on the school site. Family members will not be able to collect results alongside pupils.

GCSE results will not be given via telephone or email unless a local lockdown prevents our school from releasing results to pupils in person. If a pupil is unable to pick up results, they must nominate a responsible person to collect results on their behalf, and provide written confirmation to Mrs Taylor (exams@stursulas.com) by Friday 16th July 2021. Pupils are reminded that they must not attend school if they have any of the main symptoms of Covid-19 - these can be found [here](#). If a pupil is unable to attend results day because of a requirement to self-isolate they must contact exams@stursulas.com immediately.

As a contingency plan we will also plan for a full electronic release of results in the event of a local lockdown where we are unable to open the school as normal. GCSE results can only be released to pupils. They cannot be released to parents, carers, other family members or friends. To prepare for an electronic release of results we require your child's own personal email address before Wednesday 14th July. Please email exams@stursulas.com with your child's full name and email address. Your child's email address will only be used by the school for the purpose of communicating GCSE results or information relating to changes to the running of GCSE results day.

Concerns about your results

If you have any questions when you receive your results in school, your first step should be to speak to Mrs Taylor (Exams Officer), Ms Johnson (Deputy Headteacher) or another member of school staff for advice. If you have any questions once you have left the school premises on results day please email Mrs Taylor and Ms Johnson using exams@stursulas.com and they will respond to you as soon as possible. Further details of the arrangements for appeals are provided on the next page.

Certificates

Certificates are usually received from the awarding organisations in October. These will be issued to you in November 2021. Further details about GCSE Certificate Evening will be available after the summer holidays.

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

Section 5.4 of [JCQ Appeals Guidance Summer 2021](#) states:

To decide whether to request a review, pupils 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 - found on the [Policy section](#) of the school website
- b. the sources of evidence used to determine the pupil's grade, along with the marks/grades associated with them
- c. details of any variations in evidence used based on disruption to what that pupil 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

St Ursula's Convent School will support pupils through the centre review and awarding organisation appeals process. The information below describes the arrangements in place at St Ursula's Convent School for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

Stage 1 – Centre review

1. 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 exams@stursulas.com. A pupil must state in their email what procedural error they believe has taken place to allow a centre review to be completed e.g. the Centre Policy was not followed, internal quality assurance checks did not take place, access arrangements or mitigating circumstances were not taken into account.
2. In response to this request, the pupil will be emailed 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.
3. On receipt, the pupil 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 to exams@stursulas.com
4. The outcome of the centre review may result in the pupil's grade remaining the **same**, being **lowered** or **raised**
5. On completion of the review, *section B. Centre review outcome* of the form will be completed by the school and shared with the pupil as a record of the outcome, in sufficient time prior to the relevant appeal to awarding organisation deadline.
6. 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. An administrative review will check that the departmental teacher assessed grade (TAG) was transferred correctly to our central database, that the final TAG in our central database was submitted accurately to the relevant exam board, and that the GCSE grade published by the exam board matches this TAG. A procedural review will check that our centre policy was followed when determining TAG, conducting internal quality assurance checks and taking into account access arrangements and/or mitigating circumstances that the school were made aware of at the time of in school assessments.
7. If no administrative or procedural error is found, but a pupil believes there is still an error, they can move to stage 2 of the appeals process.

Stage 2 – Appeal to the awarding organisation

1. 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 pupil.
2. The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the pupil wants to improve their grade they may want to consider entering for the autumn exam series.
3. If the pupil believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the pupil considers that the grade awarded was an unreasonable exercise of academic judgement, the pupil can request that the school proceed with an appeal to the awarding organisation on their behalf.
4. To proceed, the pupil 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 attachment to exams@stursulas.com
5. The school will then submit the appeal on the pupil's behalf according to the requirements of the awarding organisation to which it is being submitted.
6. The awarding organisation will determine the grade at appeal and the outcome will be final.
7. The outcome of the appeal may result in the grade remaining the **same**, being **lowered** or **raised**.
8. There is no further opportunity to appeal the outcome to the awarding organisation.
9. The awarding organisation's appeal outcome letter will be provided by email to the pupil by the school as soon as reasonably practicable after the outcome letter from the awarding organisation is received in the centre.
10. Should the pupil 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 - only available to A Level students - not applicable to pupils at St Ursula's Convent School

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

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

Non-priority appeal – these internal deadlines have been set to ensure we can meet the exam boards' final deadline for stage 2 appeals

27 August 2021 - our school's deadline for a pupil to request a Stage 1 centre review with St Ursula's Convent School

10 September 2021– our school's deadline for a pupil 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.