

Dear Students and Parents/Carers

We would like to again congratulate our Year 11 students on how well they have coped with all of the challenges that this year has presented and we are proud that they are now getting themselves ready for their post 16 courses.

There is a lot of really important information in this letter, so please take the time to read through it and ask any questions if you are unsure about any of the aspects that it covers.

Teacher Assessed Grades

Students' grades have been determined in accordance with the JCQ guidance and these have been submitted to the relevant awarding bodies by the required deadline. To support your understanding, please refer to Ofqual's Student guide to awarding: summer 2021 <https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021>

Results Days

Results will be issued on Results Day(s) 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

Results Day Arrangements

8.30am – Students' results will be sent to your daughter's school email account

9am -11am – Students can come into school through the student entrance to come and collect a paper copy of the results.

There will also be a careers advisor available that morning to answer any questions and support the students on to the next stage in their journey.

Concerns about your results

When students receive their results, if they think that a grade is incorrect, their first step should be to speak to Mr Lea on the Results Day or email results@wrhs1118.co.uk. If emailing, the reason why it is felt that the result is wrong should be included. At this stage an administrative check will take place to check that the result that has been received matches the result we submitted to the awarding organisation.

Arrangements for appeals

It is important to remember that once the appeal process has been started the grade that is being appealed could go up / down or stay the same.

Once the appeals process has started the student cannot change their mind and withdraw consent.

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 does not consider that she has been issued with the correct grade, she can submit a request to results@wrhs1118.co.uk to check if an administrative or procedural error has occurred
- We will email the student a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals* https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf
- On receipt of the emailed document, the student should 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 results@wrhs1118.co.uk **Without this being completed the appeal process cannot be taken any further.**
- 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 Mr Lea will complete *section B. Centre review outcome* of the form and share it with the student as a record of the outcome
- If an administrative or procedural error is found, we 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 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 exam series, please email exam@wrhs1118.co.uk for further information/deadlines for the autumn series.
- 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, then they can submit a request to results@wrhs1118.co.uk to proceed with an appeal to the awarding organisation on their behalf.

- To proceed, the student 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 to results@wrhs1118.co.uk
- Mr Lea 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 emailed to the school to pass on to the student.
- 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

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 appeal

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

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 who 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.

Non-priority appeal

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

If you would like to read the JCQ document for students and parents in full please use the following link [JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf](#)

This is a very stressful time for our young people so let's continue to support them together.