



Information for Candidates Summer 2021 Results, Appeals and Certificates

Please read this whole document carefully before Results Day as it includes a great deal of important information including:

1. When you will receive your results
2. What the arrangements for Results Days are
3. How your teacher assessed grades (TAGs) were determined
4. What to do first if you have a query about your result in a subject
5. What to do next if you believe that there may have been an error in the determination of your grade
6. What to do if you want to proceed to a centre review/appeal
7. What the difference is between a PRIORITY and a NON-PRIORITY CENTRE REVIEW/APPEAL
8. What the deadlines are to submit a centre review/appeal
9. What the arrangements are for a Stage 1: Centre Review
10. What the arrangements are for a Stage 2: Appeal to an Awarding Organisation

1. When you will receive your results

Results will be issued on results day(s) in August as follows:

Date	Qualification type
Tuesday 10/08/2021	GCE (A Levels) and other Level 3 qualifications
Thursday 12/08/2021	GCSE and other Level 2 qualifications

On your statement of results and certificates, your grades will be reported in the same way as in previous years.

2. What the arrangements for Results Days are

The arrangements for the distribution of results have been sent to you separately. Please click [here](#) for Level 3 (Year 13) arrangements and click [here](#) for Level 2 (Year 11) and click [here](#) for Level 2 (Year 12) arrangements.

We hope that as many of you as possible are able to come on site to collect your results which will be available in the Canon Parsons Study Area from 8.30 a.m. until 10.30 a.m. If you need guidance at this time, there will be staff available on site to support you.

At the moment, there are no special arrangements in place as a result of Covid; however, please check your emails and the school website as this may change in the coming weeks.

3. How your teacher assessed grades (TAGs) were determined

Staff at Finchley Catholic High School determined grades in accordance with the JCQ guidance¹. To support your understanding of the process of awarding grades, please refer to this link to Ofqual's [Student guide to awarding: summer 2021](#).² It also lists where you can access additional information.

In 2021, staff at Finchley Catholic High School went through an extremely rigorous process in the determination of every student grade in each subject. A holistic judgement was made by comparing your portfolio of evidence for each subject to the grade descriptors provided by JCQ. A copy of the Finchley Catholic High School Centre Policy which outlines this process can be found [here](#).

¹ <https://www.jcq.org.uk/summer-2021-arrangements/>

² <https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021>

4. What to do first if you have a query about your result in a subject

When you receive your results, if you have a query about a grade you have been awarded, your first step should be to speak to a member of SLT on site who will be available to give you advice. Where possible, you should refer to the member of SLT responsible for the subject you are querying. These SLT Links are as follows:

Ms Arnall	RE
Ms Durham	English, Media, Drama, Music
Ms O'Donnell	Maths, Science, Computer Science, IT
Ms Murphy	History, Classics
Ms McCall	Geography, Art
Mr Broderick	Product Design, Food & Nutrition, MFL
Mr Barnsdale	Business (inc BTEC), Economics, PE, Financial Studies
Mr Crosby	Psychology

We are confident that any query about your grade can be resolved at this stage by speaking to a member of staff.

5. What to do next if you believe that there may have been an error in the determination of your grade

You need to distinguish between having grounds for a centre review or an appeal, and being disappointed with your grade.

Section 5.4 of **JCQ Appeals Guidance Summer 2021** ([A guide to appeals processes – Summer 2021](#)) states the following:

To decide whether to request a review, students will need access to certain information before results day, or on results day. This must include:

- a. the centre policy (available on the school website)
- 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

Before you proceed to the centre review/appeal stage, you may want to request a copy of the document listing the sources of evidence used to determine your grade and the marks associated with them. If you would like to request this, please email Y11Appeals2021@finchleycatholic.org.uk or Y13Appeals2021@finchleycatholic.org.uk specifying the subject you would like to make the request for and these will be emailed to you by the Exams Office. Please make sure the email comes from you and from the email address we have on the school system for you. If you are in Year 11, this must come from your school email account. We believe that this information will clarify the reasoning behind the grade you were awarded.

Please note, if you would like to request this documentation, this must be done by Friday 20th August at 2 p.m. as the Exams Office will not be staffed between Monday 23rd August and Tuesday 31st August inclusive.

6. What to do if you want to proceed to a centre review/appeal

If, having reviewed your subject documentation, you would like to request a centre review, and subsequently an appeal, you are able to do this. **However, you must remember that your grade can go up, stay the same or go down as a result of this process.**

There are two stages to the appeals process:

Stage 1 - Centre Review

Stage 2 - Appeal to the Awarding Organisation

(Details on what each of these stages entails can be found below)

Finchley Catholic High School will support our students through both the Centre Review and the Appeal to the Awarding Organisation process. Please note that you **must** go through Stage 1 before progressing to Stage 2.

But please be aware, that as a result of either a Centre Review or an Appeal to the Awarding Organisation, your grade could go up, stay the same or go down.

7. What the difference is between a PRIORITY and a NON-PRIORITY CENTRE REVIEW/APPEAL

Priority centre review/appeal: This is only for students applying to higher education who did not attain their firm university choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result.

NB1: Students in this position should inform their intended higher education provider that they have requested a Centre Review or made an Appeal to the Awarding Organisation. UCAS personal ID codes, which is the 10-digit code included in all correspondence from UCAS, must be included in Centre Review/Appeal applications. This is required to confirm that your place is dependent on the outcome of the centre review/appeal.

NB2: If you decided not to confirm a firm conditional offer and decided instead to go through clearing instead, you will not be eligible for a priority centre review/appeal.

Non-Priority centre review/appeal: This is for any Level 3 student for whom the outcome of the centre review/appeal will not impact on their higher education place, and for any Level 2 student, who wishes to request a centre review/appeal a result.

8. What the deadlines are to submit a centre review/appeal

There are different sets of deadlines for Centre Reviews and Appeals to Awarding Organisations depending on whether it is 'PRIORITY' or 'NON-PRIORITY'. These are as follows:

Type	Stage 1 – Centre Review	Stage 2 – Appeal to Awarding Organisation
Priority	Thursday 12 th August	Thursday 19 th August
Non-priority	Wednesday 1 st September	Monday 13 th September

*Please be aware that the deadlines shown on exam board websites are slightly later than this; however, to enable staff at Finchley Catholic High School to process the review/appeal before the exam board deadline, our deadlines need to be earlier. **Therefore, any requests made after the deadlines we have set will not be able to be processed before the beginning of the Autumn term.***

Priority appeals that are not submitted to the awarding organisation by the deadline will still be treated as a priority but they may not be completed in time if your higher education place is dependent on the outcome of the appeal as they will not be processed until the beginning of the Autumn term.

Non-priority centre reviews/appeals will not be processed until the beginning of the Autumn term regardless of when they are submitted and received.

9. What the arrangements for a Stage 1: Centre Reviews are

The information below describes the arrangements in place at Finchley Catholic High School for conducting a Centre Review:

Stage 1 – Centre review

- If you believe that you have not been issued with the correct grade, you can submit a request to Finchley Catholic High School to check if an **administrative or procedural** (*see below*) error has occurred.

Administrative error e.g. we submitted an incorrect grade; we used an incorrect assessment mark when determining your grade

Procedural error e.g. you believe that we did not follow the Centre Policy, did not undertake internal quality assurance, or did not take account of access arrangements or mitigating circumstances, such as illness

- If this applies to you, please use the **Interactive JCQ Student Request Form for Centre Reviews and Appeals** which can be found on the school website and which can also be accessed [here](#).
- Once complete, please save the document with your name and candidate number as the title of the document e.g. John Brown 1234, and email the completed document to Y11Appeals2021@finchleycatholic.org.uk or Y13Appeals2021@finchleycatholic.org.uk by the deadline above.
- Please note, at this stage, only Section A should be completed. It is essential that you include **your** electronic signature and date and it must come from **your** email address as you are the student requesting the review. Please note that parent/carer signatures and email addresses cannot be accepted. If you want your parent copied into correspondence, please cc them into your initial email; otherwise we will correspond with you alone.
- Remember the outcome of the Stage 1 Centre Review may result in your grade remaining the **same**, being **lowered** or **raised**.
- On completion of the Centre Review, Finchley Catholic High School will complete Section B stating the outcome and return to you by email as a record of the outcome. This will be sent to you in time for you to decide whether you want to proceed to Stage 2.
- If an administrative or procedural error is found, Finchley Catholic High School will submit a request to the awarding organisation to correct the error and amend the grade without the need to submit a Stage 2 - Appeal to the Awarding Organisation.

10. What the arrangements for a Stage 2: Appeal to an Awarding Organisation are

The information below describes the arrangements in place at Finchley Catholic High School for submitting 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 you, the student.
- If, following the Centre Review, you still believe that there has been an error, then you may choose to proceed to Stage 2 – Appeal to Awarding Organisation. Your grounds for appeal may be on the basis of the following:
 - **Administrative error by the awarding organisation**
 - **Procedural issue at Finchley Catholic High School**
 - **Unreasonable exercise of academic judgement**

‘Unreasonable exercise of academic judgement’ relates to the selection of evidence and/or the determination of the grade. In this context it means that no educational professional acting reasonably could have selected the same evidence and/or decided upon 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 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.

- In order to proceed with an Appeal to the Awarding Organisation, you should complete Stage 2 of the **Interactive JCQ Student Request Form for Centre Reviews and Appeals** which will be returned to you after the completion of your Centre Review.
- This should once again be saved with your name and candidate number as the title of the document e.g. John Brown 1234 and sent to Y11Appeals2021@finchleycatholic.org.uk or Y13Appeals2021@finchleycatholic.org.uk by the deadlines given above. Remember to include your electronic signature and date.

- Finchley Catholic High School will then submit the appeal on your behalf according to the requirements of the awarding organisation to which it is being submitted.
- **Please note that the awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if you want to improve your grade, you should consider entering for the autumn exam series.** (*Entry forms for this exam series can be found on the school website under Students and Parents/Exam Information*).
- 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 being **raised**.
- There is no further opportunity to appeal the outcome to the awarding organisation.
- The awarding organisation's appeal outcome letter will be sent to you, the student, as soon as we are able to after we have received the outcome letter from the awarding organisation.
- Should you still remain concerned your grade was incorrect, you 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)

Please be aware that because we have already moderated and quality assured all grades internally, we may not be able to offer you as much advice and guidance regarding the likely success of an appeal as would normally be the case during the post-results period.

Please 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/>