



Information for Candidates

Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

Harrogate Grammar School has determined grades in accordance with the JCQ guidance and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer to <https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021> which tells you how you will get your qualifications in summer 2021 and where you can get more information.

The Harrogate Grammar School Centre Policy for awarding Teacher Assessed Grades can be found here: [Harrogate Grammar School Centre Policy](#).

This policy and the process detailed herein has been approved by JCQ and the school has undergone an external quality assurance process via the appropriate awarding organisations.

The Policy explains in detail the process followed in arriving at Teacher Assessed grades including:

- The evidence considered to support grades
- How variations within this evidence have been considered and documented
- The application of access arrangements and any special considerations, which were made known to us and any reasonable adjustments made as a result.

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 day(s) in August as follows:

Date	Qualification type
Tuesday 10 August 2021	GCE (AS, A Levels) and other Level 3 qualifications (BTEC, Camb Technicals, EPQ)
Thursday 12 August 2021	GCSE and other Level 1/2 qualifications (e.g. Functional Skills)

Arrangements for results day(s)

Results will be released at 8.30am and they will be e-mailed to your school e-mail address between 8.30am and 9.30am. The email will also contain links to information regarding the appeals procedure and what to do if you decide you want to re-sit any of your exams in the Autumn term. Following the release of the results, you may also receive a phone call from the Sixth Form team to arrange a meeting to discuss your results and help support your next steps.

Concerns about your results

When you receive your results, if you think that a grade is wrong, your first step should be to contact the examinations office at the school for advice either by email to examinations@harrogategrammar.co.uk or phone on 01423 535225.

If, following this, you feel you have grounds to appeal any of your grades, details of the arrangements are provided below.

Certificates

Certificates, when received from the awarding organisations (usually November), will be available for you to collect from the examinations office if you are no longer a student at the school. A postcard will be sent to your home address to let you know when these are available.

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
- 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 exceptional 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

HGS will support students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at HGS for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

Stage 1 – Centre review

- If you do not consider that you have been issued with the correct grade, you can submit a request to examinations@harrogategrammar.co.uk to check if an administrative or procedural error has occurred.
- HGS Exams Office will then email you a copy of the '*Student Request Form for Centre Reviews and Appeals*' as an attachment for you to complete and return.
- On receipt, you should open the attachment, make sure you have read the important instructions on the front and fully complete **Section A only**, (*Stage one – centre review, student request*) ensuring you include an electronic signature and date. The form should be saved and returned as an email attachment quoting '**Stage 1 appeal**' in the title of your email.
- The outcome of the centre review may result in your grade remaining the **same**, being **lowered** or **raised**
- Once your request is received, HGS will review your grade and check for any administrative or procedural errors in the awarding of your grade.
- On completion of the review, the school will complete '*section B. Centre review outcome*' of the review form and e-mail this to you 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 resulting in a change to your grade, the exams manager 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).

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 you have been informed of the outcome of the first stage.

- If you believe there is still an error following the centre review, or if the awarding organisation has made an administrative error, or you consider that the grade awarded was an unreasonable exercise of academic judgement, you can submit a Stage 2 appeal request to ask the school to proceed with an appeal to the awarding organisation on your behalf.
- The awarding organisation will **not** be able to consider an appeal that is based solely on differences of opinion.
- In order to proceed, you must complete the '*Stage two – appeal to awarding organisation*' section of the review form, including your electronic signature and date. The form should be saved and returned as an email attachment to examinations@harrogategrammar.co.uk using the title 'Stage 2 Appeal'
- HGS Exams Office will then submit the appeal on your behalf according to the requirements of the awarding organisation to which it is being submitted and will confirm via e-mail when this has been done.
- The awarding organisation will then consider your appeal and determine whether there are grounds for a change to the grade, the outcome of which 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 via email to you as soon as is reasonably practical after it is received by HGS from the awarding organisation.
- Should you remain concerned that 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).

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 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 appeal¹

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

20 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

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

¹ 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 are not 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.

Links

<https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf>