

Information for Candidates

Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

Harpurhey Alternative Provision 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. Results will be issued on results day on 12th August 2021.

Arrangements for results day

As a school we think it is important that students receive their results in person directly from staff. The details of how we do this will be made available as soon as we can. If the situation with Covid-19 changes or we have to adjust our plans, we will update this policy accordingly.

On the afternoon of the 12th August we will post or deliver any uncollected results to student's home addresses.

Access to support on the day

We will ensure that students will be able to access support on Results Day. Staff will be available to support any student who needs help or advice about their results, college places or apprenticeship options.

Concerns about results

When you receive your results, if you think that a grade is wrong, your first step should be to speak to Ms Buckley for advice.

Further details of the arrangements for appeals are provided later in this document.

Certificates

Certificates, when received from the awarding organisations, will be issued to you in November. We will contact you in November with the details of how to collect your certificates.

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:

1. a) the centre policy
2. b) the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
3. c) details of any variations in evidence used based on disruption to what that student was taught
4. 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
- HAPS will support its students through the centre review and awarding organisation appeals process.

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

Stage 1 – Centre review

If a student does not consider they have been issued with the correct grade, they can submit a request to HAPS to check if an administrative or procedural error has occurred. Requests must be submitted in writing, by email.

HAPS will email the student a copy of the **interactive JCQ Student Request Form for Centre Reviews and Appeals** as an attachment

On receipt, the student 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.

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 HAPS will complete **section B. Centre review outcome** of the form and share with the student 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, HAPS 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

Students must again bear in mind that **the grade may be lowered** by the awarding organisation and this will then be the final 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 wants to improve their grade they may want to consider entering for the autumn exam 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, the student can submit a request to Marple Hall School to proceed with an appeal to the awarding organisation on their behalf. Students must submit their request in writing, by email, to HAPS
- HAPS will email the student a copy of the **interactive JCQ Student Request Form for Centre Reviews and Appeals** as an attachment
- On receipt, the student should open the attachment, read the important instructions, fully complete 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 as an email attachment to HAPS
- HAPS 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 post to the student by HAPS as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre
- 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 (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 [here](#)

Deadlines to submit a request

3 September 2021 - deadline for a student to request a Stage 1 – centre review

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