

Information for Candidates

Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

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

To support your understanding, please refer to the JCQ Guidance on the Determination of Grades for A/AS Levels and GCSEs Summer 2021 (www.jcq.org.uk/summer-2021-arrangements) and/or to Ofqual's [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. Rooks Heath School has also produced its own Summer 2021 Centre Policy for Determining Grades which can be found here: <https://www.rooksheath.harrow.sch.uk/page/?title=Policies&pid=57>

Arrangements for Results Days

On candidate Statements of Results and certificates, grades will be reported in the same way as in previous years. Results will be issued on Results Days in August as follows:

Tuesday August 10th for GCE (AS, A Levels), L3 BTEC & L3 Certificate/Diploma

Year 13: 8:30am in the Hall

Year 12 10:30am in the Hall

Thursday August 12th for GCSE, L1/2 BTEC and Cambridge Nationals

Year 11 staying at Rooks Heath School: 8:30am in the Hall

Year 11 leaving Rooks Heath School: 10:00am in the Hall

You should arrive at school at your allocated time (see above). You should enter the school via the pedestrian entrance at the front of the school between B and E blocks. You will then follow the one-way system into B block via the Sixth Form entrance and follow instructions from staff who will direct you into the school Hall. Additional support, including impartial careers advice, will be available for you in the Hall.

If you cannot, or do not wish to come into school on Results Day, you should contact Mrs. Das, Exams Officer, by email as soon as possible to request that your results be sent to you electronically.

Concerns about your results

When you receive your results on results day, if you think that a grade is wrong, please speak to Mrs. Das Exams Officer, Mr. Wright Head of 6th Form or Mr. Macaulay Assistant Teacher, T&L, for advice.

Further details of the arrangements for appeals are provided below.

Certificates

Certificates, when received from the awarding organisations, will be issued to you as normal in the Autumn term.

The arrangements for appeals

A **priority** appeal can only be launched if a Year 13 student does not attain their first-choice firm university offer:

Priority Centre Review Application deadline August 16th 2021

Priority Board Review Application deadline August 23rd 2021

Non-priority Centre Review Application deadline September 3rd 2021

Non-priority Board Review Application deadline September 17th 2021

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 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

Rooks Heath School will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Rooks Heath School 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 obtain a form from Mrs. Das Exams Officer, jd@rooksheath.harrow.sch.uk, and submit their request to Mrs. Das to check if an administrative or procedural error has occurred.
- Mrs. Das Exams Officer will either email you a copy or give you a paper copy of the interactive Rooks Heath School & JCQ Student Request Form for Centre Reviews and Appeals.
- On receipt, the student should read the instructions and only complete section A Stage One – Centre Review - in the first instance. If you are using an electronic version of the form, you must include an electronic signature and date. The form should be saved and returned as an email attachment. Otherwise complete the form by hand and return the form to Mrs. Das in person.
- You must be aware that 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 Rooks Heath School 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, Rooks Heath 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.

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 Mrs. Das Exams Officer 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 as an email attachment etc. Otherwise complete the form by hand and return the form to Mrs. Das in person.
- Rooks Heath School 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 email to the student by Mrs. Das Exams Officer 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 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/>

We look forward to seeing you all on Results Day.

Mr. A. Wright
Head of 6th Form

Mrs. J. Das
Exams Officer

Mr. S Macaulay
Assistant Head Teacher, T&L