

## Information for Candidates

### Summer 2021 Results, Appeals and Certificates – North Oxfordshire Academy

#### Teacher Assessed Grades

North Oxfordshire Academy has determined grades in accordance with the JCQ guidance<sup>1</sup> and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer to [Student guide to awarding: summer 2021](#)<sup>2</sup> 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(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

#### Arrangements for results day – year 11

Students will be allocated a time slot to collect their results between 9.30am and 12.30pm on Thursday 12 August. This has been done alphabetically by student surname. The slots are printed in the table below and students will receive a personalised copy of this letter, by post, stating their individual collection time.

SURNAME	TIME SLOT FOR RESULTS COLLECTION
A - B	9.30 – 10.00am
C – E	10.00 – 10.30am
F - J	10.30 – 11.00am
K - M	11.00 – 11.30am
N - S	11.30 – 12.00pm
T - Z	12.00 – 12.30pm

These arrangements (and timings) will also be available on the school website. Students should enter the school through the external J block (main hall) doors when collecting results. Due to distancing guidelines we would ask, on this occasion, that parents wait outside, although this may be reviewed in line with future changes to Covid-19 restrictions. Members of SLT, the careers team and sixth form staff will be available to discuss results and next steps with individual students. Please contact Mandy Allen – Examinations Officer – with any queries around the results collection process. [Mandy.Allen@northoxfordshire-academy.org](mailto:Mandy.Allen@northoxfordshire-academy.org)

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

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

## Concerns about your results

When you receive your results, if you think that a grade is wrong, your first step should be to speak to Mr Leyburn or another member of SLT for advice. Senior staff will be present on results days. Alternatively, you can contact Mr Leyburn via email at [adam.leyburn@northoxfordshire-academy.org](mailto:adam.leyburn@northoxfordshire-academy.org).

Further details of the arrangements for appeals are provided below.

## 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 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

North Oxfordshire Academy will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at North Oxfordshire Academy 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 Mandy Allen to check if an administrative or procedural error has occurred [Mandy.Allen@northoxfordshire-academy.org](mailto:Mandy.Allen@northoxfordshire-academy.org)
- Mandy Allen will email the student a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals* for completion
- 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 to Mandy Allen
- 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 Mandy Allen will complete *section B, centre review outcome*, of the form and share with the student as a record of the outcome. This will be completed in sufficient time prior to the relevant appeal to awarding organisation deadline
- If an administrative or procedural error is found, Mandy Allen 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 Mandy Allen 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 completed and returned as an email attachment to Mandy Allen
- Mandy Allen 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 email to the student by Mandy Allen without delay
- 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

<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**

Non-priority appeal (all exam year groups)

**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