

## Information for Candidates

### Summer 2021 Results and Appeals

#### Teacher Assessed Grades

Helston Community College 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 the relevant pages on our website, which contain all the important documentation:

Year 11 - [Examination Grading Information Year 11 2021](#)

Post 16 - [Examination Grading Information Post 16 2021](#)

#### 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 days 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 days

Students may collect their results in person from our Post-16 Centre from 9.00 a.m. until midday on each of the days listed above. Staff will be on hand to guide and support students with, for example, university applications for Year 13, Post 16 coursing for Year 11 or the Appeals process. We would ask that parents/carers do not accompany students into the main building when students are collecting their results. There may be additional Covid compliant procedures in place, depending on the government guidelines at that time.

Uncollected results will be posted out at the end of results day by 2nd class mail to the address held on our College information system. Please update us if your address has changed recently.

#### 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 a member of the Senior Leadership Team for advice.

Further details of the arrangements for appeals are provided below.

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

This template is provided for members of **The Exams Office** only and must not be shared beyond use in your centre

## The arrangements for appeals

There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation

Helston Community College will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Helston Community College 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 the Headteacher, Mr Jenkins, to check if an administrative or procedural error has occurred.
- Mr Jenkins will arrange for the student to receive an electronic copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals* as an attachment to an email (a paper copy will be available on the day for reference purposes).
- On receipt of the form, the student should read the important instructions and 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 [appeals@helston.cornwall.sch.uk](mailto:appeals@helston.cornwall.sch.uk).
- 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, a member of the Senior Leadership Team 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, our Examinations 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 – 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 Mr Jenkins 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 to [appeals@helston.cornwall.sch.uk](mailto:appeals@helston.cornwall.sch.uk).
- Our Examinations Manager 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 emailed to the student by our Examinations Manager, as soon as reasonably practical after the outcome letter is received by the College.
- 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**

### Priority appeal<sup>2</sup>

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

**23 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

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

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<sup>2</sup> 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 aren't 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.

## Important: What to do if you are unable to collect your results in person

If you are unable to collect your results in person, you may complete the form below to have them emailed to you or to have another person, a parent for example, collect them on your behalf.

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### Candidate permission form

#### Results collection

Results day(s): **GCE** Tuesday 10 August 2021 **GCSE** Thursday 12 August 2021

The normal arrangements for collecting results are to pick them up in person from our Post-16 Centre from 9.00 a.m. on each of the days listed above. Staff will be on hand to guide and support you.

Uncollected results will be posted out at the end of results day by 2<sup>nd</sup> class mail to the address held on our system<sup>1</sup>.

If you require your results by either method below, please tick the relevant box and complete the required information.

Candidate name			
<input type="checkbox"/> Results should be sent to my email address _____ @ _____			
<input type="checkbox"/> I give permission for my representative _____ <i>insert name of representative here</i> _____ to collect results on my behalf. I confirm that my representative will provide photographic ID on collection			
Candidate signature		Date	

<sup>1</sup> Any change of address should be notified through the official change in details process. The centre does not take any responsibility for results information sent out to addresses where this process has not been followed.

Completed forms should be returned to our Exams Manager, Ms H-J Varker, by 20 July 2021.