

12 July 2021

Dear Student and Parents,

### GCSE and A-Level Results 2021

We are writing to update you about results days in August 2021. This information is for all students who have completed A Levels, GCSEs, BTECs and other vocational courses. We appreciate that this has been an exceptionally challenging time for you all since the onset of the pandemic. We are sure that you will join with us in thanking all your teaching and support staff in our schools for all their hard work with the Teacher Assessed Grades.

The national results days are:

- **10 August for all A Level, AS and other Level 3 courses including BTEC**
- **12 August for all GCSEs and other Level 2 courses including BTEC**

Please refer to the information at the end of this letter regarding the arrangements for KS4 and KS5 results days and the specifics of the student appeal procedures.

The Joint Council for Qualifications (JCQ) has now published information for all candidates on the appeals process for 2021. We have shared some aspects of this guidance information on the reverse of this letter. Appeals paperwork will be available via our school website prior to the release of outcome grades to students. You can also access the full guidance directly from JCQ: [https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ\\_Appeals-Guidance\\_Summer-2021.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021.pdf)

We would strongly advise all students to read the information on the reverse of this letter. This information details the three possible outcomes of any appeal:

- An awarded grade can be lowered.
- An awarded grade can stay the same.
- An awarded grade can be raised.

In the first stage of appeals JCQ has stated that all students must appeal to their centre (school). Prior to the release of results, we will publish the appeals form on our website for any student who wishes to appeal. In the event of an appeal, this must be completed and submitted to the school. Below is also a link to the appeals form we will be putting on our website:

[JCQ\\_Appeals-Guidance\\_Summer-2021\\_Appendix-B.pdf](#)



Information on where students should send completed appeal forms, should they not be completed on results day within school, can be found in the appeals information located at the bottom of this letter.

We will also publish information for any students who wish to appeal BTEC outcomes. Some students in Year 13 will be eligible for a priority appeals service; more information on this is included on the reverse of this letter.

We are pleased to confirm that Ofqual have now published information stating that there will be an autumn exam series in 2021 for students who were entered for subjects in Summer 2021. This will cover all GCSEs, A Levels and some AS subjects. Details are available from the Ofqual website. [Arrangements for GCSE, AS and A level exams in autumn 2021 \(publishing.service.gov.uk\)](https://www.ofqual.gov.uk/publications/arrangements-for-gcse-as-and-a-level-exams-in-autumn-2021/). Schools will share more detailed information following the publication of results.

As ever, please contact your school directly if you have any concerns at all about the process for results days or around the content of this letter.

I wish you a good break over the summer and, to our Year 11 and year 13 students, the best of luck on results day and every blessing for the future.

Yours sincerely



**Chris Maher**  
Director of Performance and Standards  
Our Lady of Lourdes CMAT

**Carlo Cuomo**  
Headteacher



## Important information for students

### What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

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.

### What will be checked during a centre review?

You can ask the centre to check whether it made a **procedural error**, an **administrative error**, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

### What will be checked during an awarding organisation appeal?

You can ask the awarding organisation to check whether the centre made a **procedural** or **administrative error** - or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

### When do I need to submit my request?

You should submit a request for a centre review by **16 August 2021 for a priority appeal**, or by **3 September 2021 for non-priority appeals**.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. 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.



#### Key Dates for priority appeals\*

10 August to 16 August 2021	Window for students to request a centre review
10 August to 20 August 2021	Centres conduct centre reviews
10 August to 23 August 2021	Centres submit appeals to awarding organisations

*\* 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.*

#### Key dates for non-priority appeals

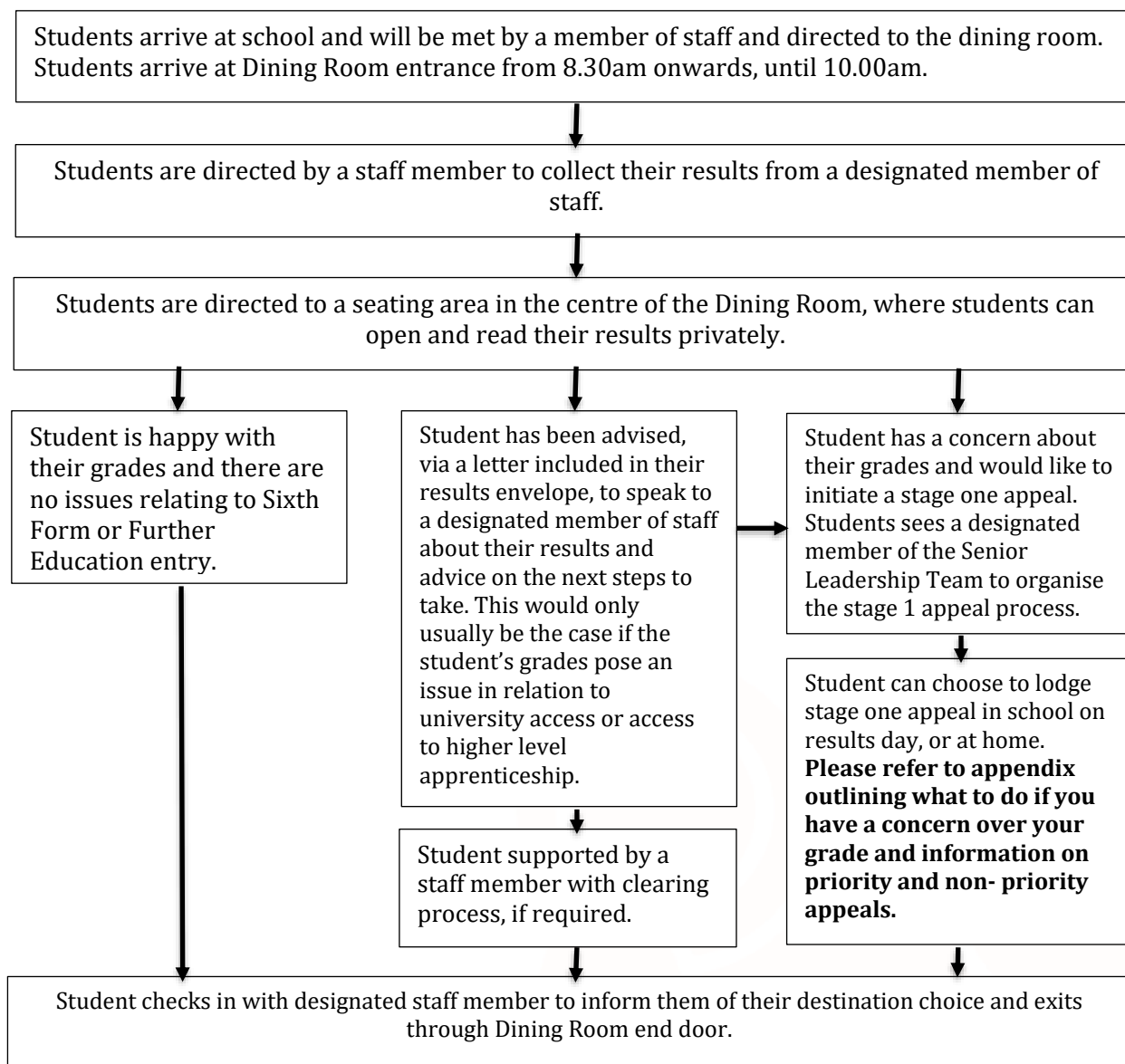
From result day to 3 September 2021	Window for students to request a centre review
From result day to 10 September 2021	Centres conduct centre reviews
From result day to 17 September 2021	Centres submit appeals to awarding organisations

Publication of GCE AS and A-level results – 10 August 2021

Publication of GCSE results – 12 August 2021



### Process for KS5 results collection – 10 August 2021



Alternatively, if students are unavailable to collect their results from school, there are two options -:

1. Email [Oldham.a@allsaints.notts.sch.uk](mailto:Oldham.a@allsaints.notts.sch.uk) giving permission for student results to be emailed. Our examination officer (Miss Oldham) will then reply to that email address attaching results after 8.30am on results day.
2. Email [Oldham.a@allsaints.notts.sch.uk](mailto:Oldham.a@allsaints.notts.sch.uk) if the student would like someone to collect results on their behalf - We will need a full name for the person collecting the results and their relation to the student. The collector will also need to bring some ID on the day.





### **Process for Year 11 KS4 results collection – 12 August 2021**

Students arrive at school and will be met by a member of staff and directed to the dining room. Students arrive at Dining Room entrance at the following time slot (social distancing measures will be in place) -:

- Surname beginning A-F between 9.00-9.30am.
- Surname beginning G-L between 9.30-10.00am.
- Surname beginning M-R between 10.00-10.30am.
- Surname beginning S-Z between 10.30-11.00am.

Students are directed by a staff member to collect their results from a designated member of staff.

Students are directed to a seating area in the centre of the Dining Room, where students can open and read their results privately.

Student is happy with their grades and there are no issues relating to Sixth Form or Further Education entry.

Student has been advised, via a letter included in their results envelope, to speak to a member of the Senior Leadership Team about their results and advice on the next steps to take. This would only usually be the case if the student's grades pose an issue in relation to Sixth Form or Further Education access, for their chosen courses.

Student has a concern about their grades and would like to initiate a stage one appeal. Students see a designated member of the Senior Leadership Team to organise the stage 1 appeal process.

Student can choose to lodge stage one appeal in school on results day, or at home. Please refer to appendix outlining what to do if you have a concern over your grade and information on priority and non- priority appeals.

Student checks in with designated staff member to inform them of their destination choice and exits through Dining Room end door.

Alternatively, if students are unavailable to collect their results from school, there are two options -:

1. Email [Oldham.a@allsaints.notts.sch.uk](mailto:Oldham.a@allsaints.notts.sch.uk) giving permission for student results to be emailed. Our examination officer (Miss Oldham) will then reply to that email address attaching results after 8.30am on results day.
2. Email [Oldham.a@allsaints.notts.sch.uk](mailto:Oldham.a@allsaints.notts.sch.uk) if the student would like someone to collect results on their behalf - We will need a full name for the person collecting the results and their relation to the student. The collector will also need to bring some ID on the day.



### **Appeals process.**

**Please also refer to 'What do I do if I have a concern over my grade?' appendix.**

#### **Priority Appeals**

- The school will treat priority appeals as the following -:

1. Key Stage 5 students needing confirmation of results to facilitate access to university courses.
2. Key Stage 5 students needing confirmation of results to facilitate access to a Higher-Level Apprenticeship
3. Key Stage 4 students who need urgent clarification of results as their Sixth Form or College placement is dependent on their performance in certain subjects.
4. Key Stage 4 students who need urgent clarification of results in order to start a results dependent apprenticeship.

All other students, who do not have Higher or Further Education places depending on the result of an appeal, will be treated as non-priority in relation to the appeals process.

#### **Information for students wanting to make a priority appeal.**

- Students wanting to make an appeal on results day (10<sup>th</sup> August for KS5, 12<sup>th</sup> August for KS4) can initiate a 'stage 1 centre review appeal', where administrative or procedural systems are checked by the school, by speaking to Mr Hutchinson or Mr Cuomo. Both will be based in the Dining Room, where students will collect their results.
- Students will be handed an appeal form and an exemplar of how the stage 1 appeal process should take place.
- Students can fill in the 'stage 1 centre review appeal' form and hand it in to Mr Hutchinson or Mr Cuomo, who can initiate a check that the student grades awarded were accurate or can check on any procedural queries.
- We will endeavour to provide a response to the stage 1 appeal on the same morning if students initiate a stage 1 appeal on results day.
- Alternatively, students making a priority appeal can use the electronic version of the appeal form and complete their stage 1 appeal at home. The electronic version of the JCQ appeal form can be found in the Examinations section of the school website.



- Students MUST lodge their stage 1 appeal for centre review through the e-mail address [examappeals@allsaints.notts.sch.uk](mailto:examappeals@allsaints.notts.sch.uk) by 1.00pm on Monday 16<sup>th</sup> August, to allow the school to process them in enough time to allow the student to make a 'stage 2 awarding organisation review' (for example to AQA), to take place by the 23<sup>rd</sup> August deadline.
- The school will respond to all 'stage 1 centre review appeals', either in person (if an appeal is launched on results day), or via the student's e-mail address (if an appeal is lodged after results day) by 3.00pm on 20<sup>th</sup> August.
- Students wanting to submit a stage 2 appeal to the awarding exam body, can also do this via the [examappeals@allsaints.notts.sch.uk](mailto:examappeals@allsaints.notts.sch.uk) e-mail address. These must be submitted to the school by filling in the stage 2 review section of the JCQ appeal document and e-mailing confirmation that the student would like to make a stage 2 appeal, by the deadline of 12.00pm on 22<sup>nd</sup> August. This is to allow the school to submit any stage 2 appeals, on behalf of the student, to the relevant awarding body, by the 23<sup>rd</sup> August deadline.
- Awarding organisations will aim to deal with appeals as soon as possible and will inform the school of the outcome of any appeal. This will then be communicated to the student.

### **Information for students wanting to make a non-priority appeal.**

- Students wanting to make an appeal on results day (10<sup>th</sup> August for KS5, 12<sup>th</sup> August for KS4) can initiate a stage 1 centre review appeal, where administrative or procedural systems are checked by the school, by speaking to Mr Hutchinson or Mr Cuomo. Both will be based in the Dining Room, where students collect their results.
- Students will be handed an appeal form and an exemplar of how the stage 1 appeal process should take place.
- Students can fill in the stage 1 centre review appeal form and hand it in to Mr Hutchinson or Mr Cuomo can initiate a check that the student grades awarded were accurate, or to check on any procedural queries.
- We will endeavour to provide a response to the stage 1 appeal on the same morning as an appeal is lodged, if students initiate a stage 1 appeal on results day.
- Alternatively, students making a non-priority appeal can use the electronic version of the appeal form and complete their stage 1 appeal at home. The electronic version of the JCQ appeal form can be found in the Examinations section of the school website.





- Students MUST lodge their stage 1 appeal for centre review, through the e-mail address [examappeals@allsaints.notts.sch.uk](mailto:examappeals@allsaints.notts.sch.uk) by 1.00pm on Friday 3<sup>rd</sup> September.
- The school will respond to all non-priority stage 1 centre review appeals by 3.00pm on Friday 10<sup>th</sup> September. The school will inform the student of the decision via a telephone number or e-mail address provided when the stage 1 appeal is submitted.
- Students wanting to submit a non-priority stage 2 appeal to the awarding exam body, can do so either via the [examappeals@allsaints.notts.sch.uk](mailto:examappeals@allsaints.notts.sch.uk) e-mail address. These must be submitted to the school by filling in the stage 2 review section of the JCQ appeal document and e-mailing confirmation that the student would like to make a stage 2 appeal, by the deadline of 12.00pm on Monday 13<sup>th</sup> September. This is to allow the school to submit any stage 2 appeals, on behalf of the student, to the relevant awarding body, by the 17<sup>th</sup> September deadline.
- Awarding organisations will aim to deal with appeals as soon as possible and will inform the school of the outcome of any appeal. This will then be communicated with the student. Examining bodies will endeavour to respond to non-priority appeals within 42 calendar days of receiving the stage 2 application for awarding body review from the school.

