



Information for Candidates

Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

West Coventry Academy 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 the page on our website which gives you support information, communication we have sent out previous and useful links. The link can be found here:

http://westcoventryacademy.org/exams_2021.aspx

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 no earlier than 8:30am:

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 will be allowed to pick up their A Level, GCSE results in person no earlier than 8:30am on Tuesday 10th and Thursday 12th August respectively.

Instructions for Year 13 students include:

- Please arrive **NO EARLIER THAN 8:30am**
- We are not allowed to give you your results if you arrive earlier
- Universities will update UCAS Track and decisions from 8:30am
- Please bring along a pen as we are unable to lend equipment, you may also want to ensure you have your mobile phone should you need to contact universities
- Please arrive into school through the school reception. There will be hand sanitizer to use on entry to the school.
- You will be able to pick your results up in the Theatre at a designated desk which will be organised by surname.
- There will be sixth form staff available on site to support you should you need it with careers or university support – alternatively we can help via email or phone.

<https://www.jcq.org.uk/wp-content/uploads/2021/04/JCQ-Guidance-on-the-Determination-of-Grades-for-A-AS-Levels-and-GCSEs-Summer-2021.pdf>



Instructions for Year 11 students include:

- Please arrive at the times specified below – we will be unable to see you if you do not arrive at the time allocated to you
- Please arrive **NO EARLIER THAN 8:30am if you are the first slot**
- We are not allowed to give you your results if you arrive earlier
- Please bring along a pen as we are unable to lend equipment
- Please arrive into school through the school reception. There will be hand sanitizer to use on entry to the school
- You will be able to pick your results up in the theatre and move into the gym where you will be able to enrol into West Coventry Academy Sixth Form. **We do not operate on a first come first serve basis and so if you have a later time this will not matter.**

You are invited in at the times below according to the first letter of your surname.

Students whose **surname** begins with the letter: **A - D** should arrive any time between **8.30am - 9.00am**

Students whose **surname** begins with the letter: **E - G** should arrive any time between **9.00am - 9.30am**

Students whose **surname** begins with the letter: **H - J** should arrive any time between **9.30am - 10.00am**

Students whose **surname** begins with the letter: **K - O** should arrive any time between **10.00pm - 10.30am**

Students whose **surname** begins with the letter: **P - Z** should arrive any time between **10.30am - 11:00am**

Concerns about your results

When you receive your results, if you have any queries on the day your first step should be to speak a member of the Senior Leadership Team for advice.

If appropriate the staff will signpost the appeals process. Further details of the arrangements for appeals are provided below.

Certificates

Certificates, when received from the awarding organisations, will be available for collection as per our 'Exams Certificate Policy' which can be found on our normal exams page:

<http://westcoventryacademy.org/learning/exams/default.aspx>



Appeals Arrangements

Deadlines to submit a request

Priority appeal²

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

20 August 2021 – deadline for centre to respond to a centre review

23 August 2021 – deadline for a candidate to request a Stage 2 – appeal to awarding organisation

Non-priority appeal

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

14 September 2021 – deadline for a centre to respond to a centre review

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

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

West Coventry Academy will support its candidates through the centre review and awarding organisation appeals process. The information below describes the arrangements in place at West Coventry Academy for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review. The email below is to be used for all correspondence relating to examination results and/or appeals.

- Summer 2021 Exams Email Address:
 - summer2021exams@WestCoventryAcademy.org

² 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.



Note - Once a finding has been made **you cannot withdraw your request for a centre review or appeal**. Remember: the outcome of the centre review may result in the candidate's grade remaining the **same**, being **lowered** or **raised**. If your grade has been lowered, you **will not** be able to revert back to the original grade you received on results day.

Stage 1 – Centre review

- If a candidate does not consider they have been issued with the correct grade, they can submit a request for data that contributed to a specific subject TAG grade. This will be available upon request following the release of results. This request should be sent to the Summer 2021 exams email address above.
- If a student has reviewed the data, but still believes an error has occurred, the **student** must fill in the first section of the JCQ appendix B form [here](#) and send it to the Summer 2021 exams email address to begin the appeals process. The candidate should read the instructions and information contained. After this they must fully complete 'Section A. Student Request of the Stage one – centre review form' digitally. This must be returned digitally to the Summer 2021 exams email address, by the candidate, by the deadline outlined above in **"Deadlines to submit a request"**
- If it is a priority appeal the candidate **MUST** include their UCAS number.
- West Coventry Academy will confirm if it falls under the scope of an appeal and send a copy of the JCQ Student Request Form for Centre Reviews and Appeals to the designated SLT lead.
- On completion of the review West Coventry Academy will complete section 'B. Centre review outcome' of the form and will share the outcome of this by the deadline outlined above in **"Deadlines to submit a request"**
- If an administrative or procedural error **is** found, the exams officer 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 candidate.
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the candidate wants to improve their grade they may want to consider entering for the autumn exam series.
- If the candidate believes there is still an error following the centre review, or they believe the awarding organisation has made an administrative error, or the candidate considers that the grade awarded was an **"unreasonable exercise of academic judgement"** the candidate can submit a request to the Summer 2021 exams email address by the deadline outlined above in **"Deadlines to submit a request"** to proceed with an appeal to the awarding organisation on their behalf
- ***Please note that in the case of "unreasonable exercise of academic judgement" the independent reviewer will consider whether the original Teacher Assessed Grade decision was reasonable on its own terms, not if any alternative proposition for the Teacher Assessed Grade or evidence put forward by the student, would be a more appropriate exercise of academic judgement. There may be a difference of opinion as to the assessed grade without there being an unreasonable exercise of academic judgement. The reviewer will only conclude that there has been an unreasonable exercise of academic judgement if the Teacher Assessed Grade was clearly wrong – i.e. there was no basis upon which the grade could properly have been given***
- To proceed, the student/candidate 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 the Summer 2021 exams email address by the deadline outlined above in “**Deadlines to submit a request**”.

- The exams officer will then submit the appeal on the candidate’s behalf by the deadline outlined above in “**Deadlines to submit a request**” 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**.
- The awarding organisation’s appeal outcome letter will be provided to the candidate as soon as reasonably practical to inform them of the result. This will be via the Summer 2021 exams email address.
- There is no further opportunity to appeal the outcome to the awarding organisation.