

**Information for Candidates**  
**Summer 2021 Results, Appeals and Certificates**



### Teacher Assessed Grades

Heckmondwike Grammar School 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 Ofqual's [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. The HGS processes are detailed on our [website](#).

### 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

Results will be available to collect from 08:30am. Access to the Sports Hall is from the Main Reception only and masks must be worn inside at all times. We will have a photographer taking photos to record your success for use around school. Further detail will be emailed to all students expecting results and will be posted on the school website <https://www.heckgrammar.co.uk/students/examinations/results-days/>.

Tuesday 10 August - 6<sup>th</sup> Form and Careers staff will be available in the ILA to support A Level students with queries about clearing. Students requiring additional support after this should email Mr Oxby to arrange an appointment ([roxby@heckgrammar.co.uk](mailto:roxby@heckgrammar.co.uk)).

Thursday 12 August - 6<sup>th</sup> Form staff will be available in P003 to support GCSE students with any option queries for progression to the 6<sup>th</sup> Form.

### Concerns about your results

If, when you receive your results, you think that a grade is wrong you should speak to a member of staff in P001 for advice. If you have a concern after results day, complete the online form (using your school log on) <https://forms.office.com/r/88y1KPvMGS>.

Further details of the arrangements for appeals are provided below and can be found on the school website at <https://www.heckgrammar.co.uk/students/examinations/post-results-service/>.

<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>

## Certificates

Certificates, when received from the awarding organisations, will be issued to you at the Senior Prize Giving ceremony in December 2021. If you are unable to attend then certificates will be available for collection from the main HGS reception from January 2022. Further information can be found on the school website <https://www.heckgrammar.co.uk/students/examinations/collection-of-certificates/>.

Emails regarding certificate collection will be sent to your school email address so please check this periodically.

## 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 three stages to the appeals process at HGS:

- Stage 0 - clerical check
- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation

Heckmondwike Grammar School will support its students through the centre review and awarding organisation appeals process Further details can be found on the school website at <https://www.heckgrammar.co.uk/students/examinations/post-results-service/>.

The information below describes the arrangements in place at Heckmondwike Grammar School for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

### Stage 0 – Clerical check

- If a student considers they have been issued with an incorrect grade, they should request a clerical check and confirm that the exam board has awarded the correct grade submitted by the teacher
  - On results day – see staff in P001
  - Or submit the Form <https://forms.office.com/r/88y1KPvMGS> (using school Office 365 log on)
- The following will be checked and the student contacted to confirm whether the correct grade has been issued and what the next steps are.
  - The grade awarded by the exam board
  - The grade awarded by the teacher
  - The results from assessment elements
  - Access Arrangements and Special Considerations have been taken into consideration
- If the student still considers they have been issued with an incorrect grade, they can submit the form to request HGS check if an administrative or procedural error has occurred (Stage 1) – a link will be sent by email.

**Note** - Once the form has been submitted **you cannot withdraw your request for a centre review (stage 1) or appeal (stage 2)**. 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/>

### Stage 1 – Centre review

- The student should submit the form to request HGS check if an administrative or procedural error has occurred  
[https://forms.zohopublic.eu/heckmondwikegrammarschool/form/HGSAppealsSummer2021/formperma/u2tPR0dS\\_ajFDHbHcXTP\\_8ZtLhGwaQ3MKlq271pgBpM](https://forms.zohopublic.eu/heckmondwikegrammarschool/form/HGSAppealsSummer2021/formperma/u2tPR0dS_ajFDHbHcXTP_8ZtLhGwaQ3MKlq271pgBpM).
- The student should complete and submit a form for each subject they wish to review, reading the Information for Candidates and Acknowledgement carefully.
- **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 the Appeals Panel will complete section *B. Centre review outcome form*
- If no error is found the Form will be shared 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, the Appeals Panel 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. This request will be sent to the awarding body **prior** to communicating the outcome to the student. The student will be provided with the details of the outcome when confirmed by the awarding body.

### 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 HGS 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 [exams@heckgrammar.co.uk](mailto:exams@heckgrammar.co.uk).
- HGS 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's school email address by the Exams and Data Team 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)

## Deadlines to submit a request

### Priority appeal<sup>3</sup>

JCQ Window	HGS Deadline (if different)	Process
10 Aug to 16 Aug 2021	Same as JCQ	Window for students to request a centre review
10 Aug to 20 Aug	Appeals panel will meet on Tuesday 17 Aug to review evidence. <b>Monday 16 Aug midday</b> - deadline to send in Form. Failure to meet this deadline will mean the panel are unable to review the evidence and respond before the deadline to submit a Stage 2 Appeal.	Centres conduct centre reviews
10 Aug to 23 Aug	<b>Sunday 22 Aug</b> - deadline to submit request to HGS for Stage 2 appeal to awarding body. Stage 2 Appeals received after this date will not be dealt with as priority appeals.	Centres submit appeals to awarding organisations

### Non-priority appeal

JCQ Window	HGS Deadline (if different)	Process
Results day to 03 Sept	Same as JCQ	Window for students to request a Stage 0 (Clerical Check) and Stage 1 (Centre Review)
Results day to 10 Sept	Appeals panel will meet regularly throughout August to review evidence submitted the previous week (priority will be given to Priority Appeals if there are more appeals than can be dealt with in one day) <b>Monday 06 Sep midday</b> - deadline to send in Form. Failure to meet this deadline will mean the panel have no chance to review the evidence and respond before the deadline to submit a Stage 2 Appeal	Centres conduct centre reviews
Results day to 17 Sept	<b>Wed 15 Sept</b> - deadline to submit request to HGS for Stage 2 appeal to awarding body	Centres submit appeals to awarding organisations

<sup>3</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.

Student unhappy with results

Request Stage 0 – Clerical Check

See staff in P001 when collect results

Complete MS Form

- ✓ Staff review the overall TAG % and the results for each assessment element, taking the weighting of these into account.
- ✓ Does the evidence support the TAG submitted?
- ✓ Has the exam board issued the correct grade?

Inform student of outcome

All correct

Student may request a Stage 1 review but should be reminded that their grade may drop and this will be sent directly to the exam board. Once the process has started it cannot be withdrawn. Send link to Zoho Form.

Error found

Send Outcome Form to awarding body, following their procedures. Inform student of outcome following receipt of awarding body confirmation.

Request Stage 1 – Centre Review

Appeals panel meet weekly with the assessment evidence for the student to

- ✓ Ascertain no errors in submission of initial data.
- ✓ Check all assessment elements present.
- ✓ Respond to any specific queries from student

Complete JCQ Outcome Form

All correct

Send Outcome Form to student. Student may request a Stage 2 review using the JCQ form sent at the same time.

Error found

Send Outcome Form to awarding body, following their procedures. Inform student of outcome following receipt of awarding body confirmation.

Request Stage 2 – Awarding Body

HGS send request to the exam board according to their process and a member of the exams team will send off additional information as required.

Inform student of outcome by email.  
Include updated Statement of Results if required.

