**Barnwell Middle School**

Shephall Green Stevenage Hertfordshire

SG2 9XT

**Barnwell Upper School**

Barnwell

Stevenage

Hertfordshire

SG2 9SW



RE: Summer 2021 Results, Appeals and Certificates

Dear Parents/Carers

I hope this email finds you all safe and well. I wanted to take the time to email you regarding plans for Summer 2021 Results, Appeals and Certificates.

**Teacher Assessed Grades**

# As you know Barnwell School has determined grades in accordance with the [JCQ guidance](https://www.jcq.org.uk/summer-2021-arrangements/) and has submitted these grades to the relevant awarding organisation by the required deadline. To find out what has happened so far and what will happen next please refer to [JCQ’s 2021 Grading Timelines for GCSE’s AS, A Level and VTQ Qualifications](https://www.jcq.org.uk/wp-content/uploads/2021/07/JCQ_Grading-Summary_Infographic.pdf).

# To support your understanding, please refer to Ofqual’s [Student Guide to Awarding: Summer 2021](https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021) which tells you how you will get your qualifications in summer 2021 and where you can get more information.

**Results and arrangements for results day**

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| --- | --- | --- |
| **Date** | **Times** | **Qualification type** |
| 10/08/2021 | 8:30am to 9am | A Level and other level 3 qualifications |
| 12/08/2021 | 8.30am to 9am – Surnames A-K9am to 9.30am – Surnames L-Z | GCSE and other Level 1/2 qualifications |

Students will need to enter via the gates next to the Leisure centre on our Upper Campus according to the time stipulated above.

Should your child wish to receive their results via email (this would be their school email address) as opposed to in person please email our exams officer (v.pettifer@barnwell.herts.sch.uk) by no later than 31st July to make this request. If your child would like another person to collect results on their behalf, they must provide a signed letter giving the named person their permission to do so.

**Concerns about your results**

When you receive your results, if you think that a grade is wrong, your first step should be to speak Miss Townsend for advice on the day of collection.

Further details of the arrangements for appeals are provided below.

**Certificates**

Certificates will be available within the first two weeks of November. The Exams Officer will email all parent/carer email addresses in November to advise on collection arrangements. Collection information will also be made available on our social media pages and our website.

We are only required to keep certificates for 1 year. If you do not collect them from school and you require them in future, you will have to pay for copies from exam boards. Replacement certificates cost in excess of £45 per certificate.

**The Arrangements for Appeals**

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| --- |
| 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: 1. the centre policy.
2. the sources of evidence used to determine the student’s grade, along with the marks/grades associated with them.
3. details of any variations in evidence used based on disruption to what that student was taught.
4. 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
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There are two stages to the appeals process:

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

Barnwell School will support its candidates through the centre review and awarding organisation appeals process.

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

**Stage 1** **– Centre review**

* If an A Level, BTEC Level 3 or Cambridge Technical Level 3 candidate does not consider they have been issued with the correct grade and is awaiting a university place, they should submit a priority 1 request to Miss Pettifer, Exams Officer, by email to v.pettifer@barnwell.herts.sch.uk by 3pm on Wednesday 11 August who will check if an administrative or procedural error has occurred.
* If an A Level, BTEC Level 3 or Cambridge Technical Level 3 candidate does not consider they have been issued with the correct grade and are not waiting for a university placement they should submit a request to Miss Pettifer, Exams Officer, by email to v.pettifer@barnwell.herts.sch.uk by 9am on Wednesday 1 September who will check if an administrative or procedural error has occurred.
* If a GCSE, NCFE or BTEC Level 1/2 candidate does not consider they have been issued with the correct grade, they can submit a request to Miss Pettifer, Exams Officer, by email to v.pettifer@barnwell.herts.sch.uk by 9am on Wednesday 1st September who will check if an administrative or procedural error has occurred.
* The Exams Officer will email the candidate a copy of the [interactive JCQ Student Request Form for Centre Reviews and Appeals](https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf), saved in the candidate’s name and candidate number.
* On receipt, the candidate should read the important instructions and fully complete section A of [Student request of the Stage one – centre review form](https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf) including electronic signature and date. The form should be saved and returned as an email attachment to v.pettifer@barnwell.herts.sch.uk
* The outcome of the centre review may result in the candidate’s grade remaining the **same**, being **lowered** or **raised.**
* On completion of the review the Exams Officer will complete section B of the Centre review outcome of the form and share with the candidate 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 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 if 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 Exams Officer to proceed with an appeal to the awarding organisation on their behalf.
* To proceed, the 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 Exams Officer.
* The Exams Officer will then submit the appeal on the candidate’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 candidate by the Exams Officer as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.
* Should the candidate 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 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/>

Yours sincerely



Miss Maria Townsend