

## Lady Lumley's School - Information for Candidates

### Summer 2021 Results, Appeals and Certificates



#### Teacher Assessed Grades

Lady Lumley's 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.

#### 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 days:

**Year 13 A level/BTec – Tuesday 10<sup>th</sup> from August 8.30 a.m to 10.00 a.m**

**Year 12 AS/BTec - Tuesday 10<sup>th</sup> from August 10.30 a.m to 12.00 a.m**

**Year 11 GCSE/BTec – Thursday 12<sup>th</sup> August 9 a.m. to 11 a.m.**

**If you are unable to collect your exam results personally, it is possible to make alternative arrangements.** You can designate someone else to collect them on your behalf by completing the 'permission to collect results' form on the school website under examinations. The designated person needs to bring proof of identity and the completed form to enable us to release your exam results. Alternatively, you can request for your exam results to be posted home by completing the 'permission to post results' form also available on the school website. You must include a stamped addressed envelope and a copy of the permission form and return to the Exam Office in advance.

#### 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 (SLT) for advice. If you cannot do this on the day, please email: [examappeals@ll.coastandvale.academy](mailto:examappeals@ll.coastandvale.academy)

Further details of the arrangements for appeals are provided below.

Please note there will be an opportunity to re-sit GCSE and AS/A level examinations in the Autumn of 2021.

---

<sup>2</sup> <https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021>

**Certificates** - when received from the awarding organisations, will be in contact to let you know how and when to collect them. Coronavirus restrictions permitting this will be at our Year 11 and 13 awards evenings. Please ensure that your contact details are kept up to date, so that we can keep you informed regarding certificates collection. Please be aware that the school is required to retain certificates safely for 12 months and may then destroy them. Replacement certificates would need to be ordered from the respective Awarding Bodies at a cost of around £50-80 per certificate.

## 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 associated with them
- c. details of any variations in evidence
- 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

Lady Lumley's will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Lady Lumley's 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 a member of the Senior Leadership Team (SLT) by emailing [examappeals@ll.coastandvale.academy](mailto:examappeals@ll.coastandvale.academy) to check if an administrative or procedural error has occurred and make an appointment to discuss further - please see dates and times under the Appeals Deadlines section of this document.
- A member of the Senior Leadership Team will then call to arrange a meeting to discuss:
  1. The sources of evidence used to determine the student's grade, along with the marks associated with them.
  2. Details of any variations in evidence used.
  3. 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.
- If, having reviewed the evidence the student wants to request a Centre Review, a member of the SLT will email the student a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals* (saved in the candidate's name and candidate number) as an attachment – see Appendix B.



JCQ Optional  
student Request Fo

- On receipt, the student should open the attachment, read the important instructions, 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 [examappeals@ll.coastandvale.academy](mailto:examappeals@ll.coastandvale.academy)
- 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 SLT 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, the Headteacher or her nominated member of SLT 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 the Headteacher by emailing [examappeals@ll.coastandvale.academy](mailto:examappeals@ll.coastandvale.academy) to proceed with an appeal to the awarding organisation on their behalf. Please note Appendix E of JQC Appeals Guidance Summer 2021 (A guide to appeals processes – Summer 2021) states that “the teacher’s judgement will be considered unreasonable only if it is such that no other teacher acting reasonably could have reached the same judgement”.



JCQ Academic  
Judgements in Appeal

- To proceed, the student must complete *Stage 2 – 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 [examappeals@ll.coastandvale.academy](mailto:examappeals@ll.coastandvale.academy)
- A member of SLT 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 via email to the student by Mrs Turner, our exams officer, 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). There is however no route to Ofqual’s EPRS service for BTec qualifications.

**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.

## Appeals Deadlines

### Lady Lumley's Appeals Windows and deadlines:

**Priority Appeals** – priority appeals are only available to students applying to university who did not attain their firm choice - the offer they accepted as their first choice \* see note below for further information.

**Please note Universities are not obliged to hold your place pending the outcome of any appeal.**

### Priority Appeal Window 1:

**Tuesday 10<sup>th</sup> August a.m.** - Results issued for AS/A level/ L3

**Tuesday 10<sup>th</sup> August (12:00 to 16:00)** - student appointments available to review evidence with member of SLT. Student appeal request form emailed to student.

**Wednesday 11<sup>th</sup> August (9:30 to 12:00)** - student appointments available to review evidence with member of SLT. Student appeal request form emailed to student.

**Thursday 12<sup>th</sup> August - deadline 12:00** for students to submit a Stage 1 appeal by returning the student appeal request form by email to: [examappeals@ll.coastandvale.academy](mailto:examappeals@ll.coastandvale.academy)

**Wednesday 11<sup>th</sup> and Thursday 12<sup>th</sup> p.m** - Centre Review Completed by SLT and student notified of outcome.

**Friday 13<sup>th</sup> August – deadline 12:00** - student requests Stage 2 appeal by email to: [examappeals@ll.coastandvale.academy](mailto:examappeals@ll.coastandvale.academy)

**Friday 13<sup>th</sup> August p.m** - school to submit Stage 2 review to exam board.

### Priority Appeal Window 2:

**Thursday 12<sup>th</sup> August p.m. (12:00 to 16:00)** - student appointments available to review evidence with member of SLT. Student appeal request form emailed to student.

**Friday 13<sup>th</sup> August a.m. (9:30 to 12:00)** - student appointments available to review evidence with member of SLT. Student appeal request form emailed to student.

**Monday 16<sup>th</sup> August** - deadline for student to submit Stage 1 appeal by returning the student appeal request form by email to: [examappeals@ll.coastandvale.academy](mailto:examappeals@ll.coastandvale.academy)

**Tuesday 17<sup>th</sup> August a.m** - Centre Review Completed by SLT and student notified of outcome.

**Thursday 19<sup>th</sup> – deadline 16:00** - student requests Stage 2 appeal by email to: [examappeals@ll.coastandvale.academy](mailto:examappeals@ll.coastandvale.academy)

**Friday 20<sup>th</sup> August** - school to submit Stage 2 review to exam board.

**Monday 23<sup>rd</sup> August** - reserve day for any Stage 2 reviews not yet submitted by the school.

**Please note: JCQ Appeals guidance states that - The awarding organisations will aim to complete Stage 2 of the appeals process (the awarding organisation appeals stage) within 42 calendar days of the receipt of the application. Due to the nature of appeals this year, awarding organisations may require additional input from centres, and it may not always be possible to meet this target.**

## Non – Priority Appeals

### Window A

**Thursday 12th August p.m. (12:00 to 16:00)** - student appointments available to review evidence with member of SLT. Student appeal request form emailed to student.

**Friday 13th August a.m. (9:30 to 12:00)** - student appointments available to review evidence with member of SLT. Student appeal request form emailed to student.

**Monday 16th August - deadline (16:00)** for student to submit Stage 1 appeal by returning the student appeal request form by email to: [examappeals@ll.coastandvale.academy](mailto:examappeals@ll.coastandvale.academy)

**Tuesday 17th August a.m** - Centre Review Completed by SLT and student notified of outcome.

**Thursday 19th August - deadline 16:00** - student requests Stage 2 appeal by email to: [examappeals@ll.coastandvale.academy](mailto:examappeals@ll.coastandvale.academy)

**Friday 20th August** - school to submit Stage 2 review to exam board.

**Monday 23rd August** - reserve day for any Stage 2 reviews not yet submitted by the school.

### Window B

**Wednesday 1st September (9:30 to 13:00)** - student appointments available to review evidence with member of SLT. Student appeal request form emailed to student.

**Friday 3rd September - deadline (16:00)** for student to submit Stage 1 appeal by returning the student appeal request form by email to: [examappeals@ll.coastandvale.academy](mailto:examappeals@ll.coastandvale.academy)

**Monday 6th September** - Centre Review completed by SLT and student notified of outcome.

**Tuesday 7th September to 15th September (16:00 deadline)** - student requests Stage 2 appeal by email to: [examappeals@ll.coastandvale.academy](mailto:examappeals@ll.coastandvale.academy)

**Wednesday 8th September to 17th September** - school to submit Stage 2 review to exam board.

**Please note: JCQ Appeals guidance states that - The awarding organisations will aim to complete Stage 2 of the appeals process (the awarding organisation appeals stage) within 42 calendar days of the receipt of the application. Due to the nature of appeals this year, awarding organisations may require additional input from centres, and it may not always be possible to meet this target.**

\*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 are not submitted to the awarding organisation by 23<sup>rd</sup> 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.