



A GUIDE TO SUMMER 2021 RESULTS DAYS

As you know, your results this year will be released on the following dates:

A Level Results Day 2021	Tuesday 10th August, 09:00 to 11:00, Dining Room <i>If someone is collecting your results on your behalf they must go to Reception, bringing with them the authorisation slip and their ID.</i>
GCSE Results Day 2021	Thursday 12th August, 09:00 to 11:00, Dining Room Surnames A to C: collect results from 09:00 to 09:30 Surnames D to K: collect results from 09:30 to 10:00 Surnames L to R: collect results from 10:00 to 10:30 Surnames S to X: collect results from 10:30 to 11:00 <i>If someone is collecting your results on your behalf they must go to Reception, bringing with them the authorisation slip and their ID.</i>

You should receive the results you were expecting, enabling you to progress to employment, an apprenticeship, further education or higher education. However, if you don't get the results you need we're here to help, and our Careers Advisor will be available on results day to offer advice and support.

Autumn 2021 exam series

You will be eligible to sit A Level and GCSE exams in the Autumn 2021 series if you've received a grade this summer and would like the opportunity to improve it (written assessments for Cambridge Nationals and BTECs will be available in January 2022 as usual). You must complete an *Exam Entry Form* (available on results day, on the school website and from Reception) and return it to the Examinations Officer by the dates below. Entries will not be made without a signed Exam Entry Form.

- **3rd September 2021** ~ A Level entry deadline for Autumn 2021 series
- **13th September 2021** ~ GCSE entry deadline for Autumn 2021 series

Summer 2021 Appeals Process

If you feel there is an error with your results, the appeals process is outlined below:

1. Request a centre review (Stage One)

You can ask us to check whether we have made a procedural error (e.g. not following the process we set out in our centre policy), an administrative error (e.g. we made an error in recording or submitting your grade to the awarding organisation), or both.

If you request a centre review, please note that **your original grade may go up, stay the same or go down**. Once a finding has been made, you can't withdraw your request for a centre review, nor can you revert to the original grade if your grade is lowered as a result of the centre review.

To request a centre review, you must complete *Stage One Section A of the JCQ Student Request Form* (available on results day, on the school website and from Reception), and return it to the Examinations Officer by:

- **13th August 2021** ~ *priority requests only* (if you have applied to higher education and haven't attained your firm choice. You must include your UCAS personal ID on the form)
- **3rd September 2021** ~ all other requests

We will not be able to complete a centre review without a signed JCQ Stage One Student Request Form. If you wish to request a centre review for more than one grade, you will need to complete a separate JCQ Student Request Form for each request.

Once we have completed the centre review, we will share the outcome with you promptly by completing Section B of the Student Request Form and returning it to you, explaining the evidence we have reviewed and outlining our findings. If you are happy with the outcome of the centre review, you don't need to proceed to Stage Two of the appeals process.

2. Request an appeal to the awarding organisation (Stage Two)

You can ask us to submit an appeal to the awarding organisation on your behalf – you can't submit an appeal directly to the awarding organisation yourself. The centre review (Stage One) must be completed before an appeal can be submitted to the awarding organisation. The awarding organisation will check whether we have made a procedural or administrative error, whether our academic judgement was unreasonable either in selecting your evidence or determining your grade, or whether the awarding organisation itself has made an administrative error.

If you request an appeal, please note that **your original grade may go up, stay the same or go down**. Once a finding has been made, you can't withdraw your request for an appeal, nor can you revert to the original grade if your grade is lowered as a result of the appeal.

To request an appeal to the awarding organisation, you must complete the *Stage Two section* of the JCQ Student Request Form and return it to the Examinations Officer by:

- **20th August 2021** ~ *priority requests only* (if you have applied to higher education and haven't attained your firm choice)
- **13th September 2021** ~ all other requests

We will not be able to submit an appeal request to the awarding organisation without a signed JCQ Stage Two Student Request Form.

When the awarding organisation has considered the appeal and reported their findings, we will notify you promptly. The awarding organisation may direct us to review your grade, or an independent reviewer may determine an alternative grade.

Following the conclusion of the appeals process, you may be able to apply for a procedural review to the Exam Procedures Review Service (EPRS) if you remain concerned that your grade is incorrect. The EPRS is not open to BTECs, although you may submit a complaint to Ofqual once the appeals process has been completed.

If you have any questions, please speak to a member of staff on results day, or email:

exams@suttonacademy.attrust.org.uk