



BRIGANTIA
LEARNING TRUST
Creating excellence together

RESULTS DAY STUDENT GUIDE

SUMMER 2021



Contents

Introduction	3
How was I assessed.....	3
Results Day.....	4
When will I receive my grades?	4
How will I receive my grades?.....	4
What should I do if I need support on results day?	4
Results Day flow chart	5
How can I appeal against my teacher assessed grade?	5
Appeals.....	6
Stage 1: Centre Review	6
Stage 2: Appeal to the Exam Board	6
Priority Appeals	7
When do I need to submit my request?	7
What is the UCAS personal ID and why do I need it?	7
Key Dates	8
Appendix 1	9
Appeals Process Flow Chart.....	9
Appendix 2	10
Stage One Centre Review Student Form	10
Appendix 3	12
Stage One Centre Review Outcome Form	12
Appendix 4	13
Stage Two Appeal to Awarding Organisation	13

Introduction

Following the impact of the Covid-19 pandemic, the UK government has decided that the Summer 2021 examination series will not go ahead as planned. Instead, teachers will determine your grades, based upon a range of evidence verified by your school or college. These results will then be reviewed by the exam boards who designed each course, before awarding the final grades which reflect your performance on content you have been taught, and allow you to confidently progress to the next stage of your education or into employment.

How was I assessed

Teachers determined your grades, using their professional judgement. This was only based on what you had been taught and your teachers used a range of evidence from across the course of study to make their decision. This includes:

- Records of your performance on the content you have been taught over the entire course of your studies.
- Non-exam assessment, often referred to as coursework or internal assessments, even if you had not fully completed it.
- Work you produced in tasks set by your school or college that reflects the specification, format and marking of exam boards. This included substantial classwork, homework, internal tests, and mock exams.

Results Day

When will I receive my grades?

Level 3 students will receive their results on Tuesday 10 August 2021.

Level 2 students, including students taking GCSE examinations will receive their results on Thursday 12th August.

How will I receive my grades?

Your results will be emailed to your Sixth Form email account and published on CEDAR from 08.30 on the day the results are released. You can access your email account or CEDAR via any web browser.

Within this email will be a Destinations Survey. We are asking all students to complete this so we know your next steps and can offer support where needed.

If you have any queries about exams, results day, or accessing your CEDAR account, please email: enquiries@longleypark.ac.uk

What should I do if I need support on results day?

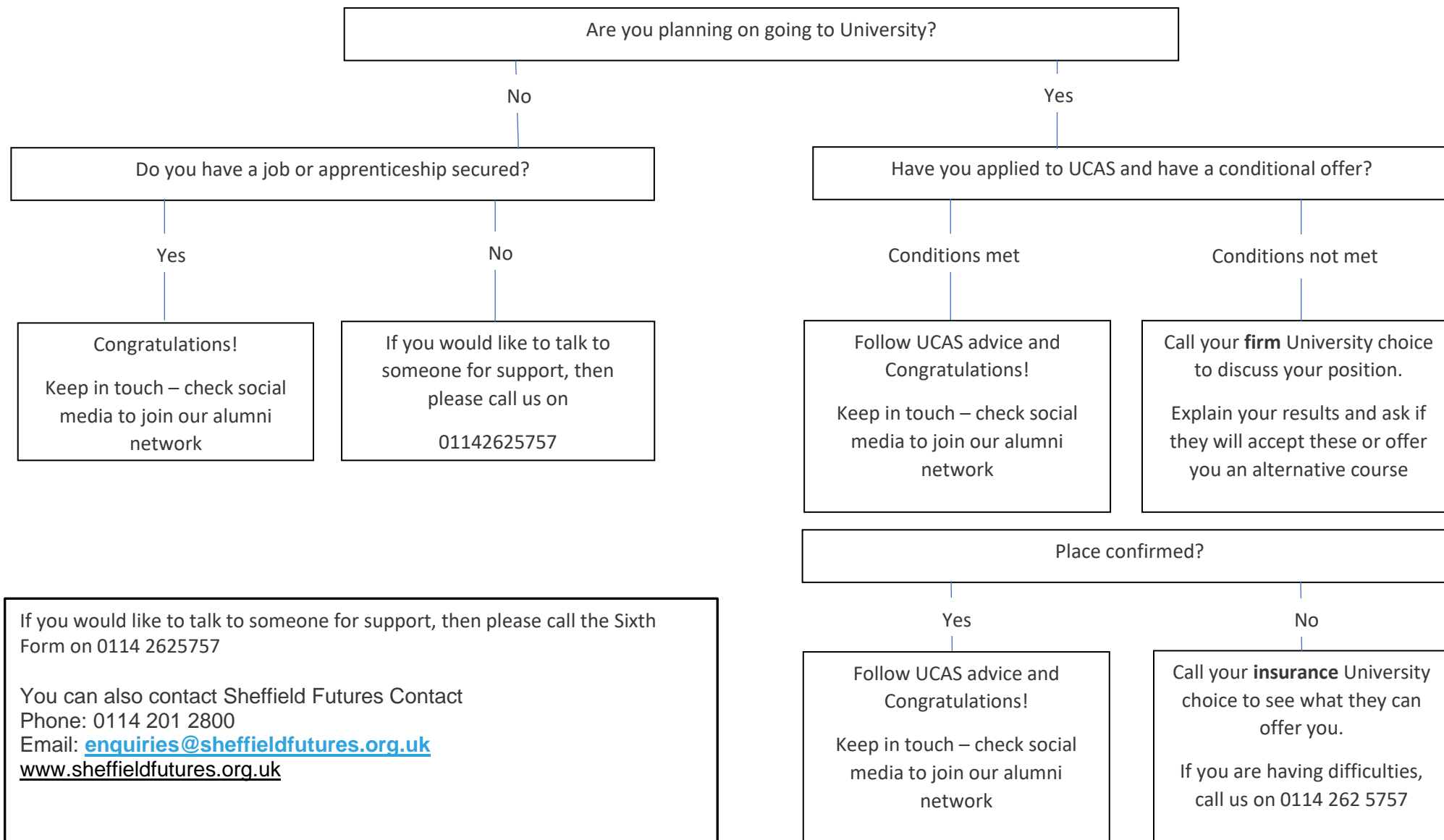
You can use the flowchart overleaf to help prompt you on receipt of your results.

If you need support you can call the Sixth Form on 0114 262 5757. We will take your details and pass your query to the most appropriate person.

Can I resit my exams if I am unhappy with my grade?

There will be an Autumn series for GCSE and A Level exams. If you wish to be entered for a resit please email LHarley@brigantiastrust.net by 20th August 2021.

All entries will require a payment of £50 per subject. This will only be charged if you do not attend the exam on the scheduled day. In the event of the exams being cancelled, you will also not be charged. Please note there will be no formal teaching offered for the Autumn exams and work must be completed independently.



If you would like to talk to someone for support, then please call the Sixth Form on 0114 2625757

You can also contact Sheffield Futures Contact
 Phone: 0114 201 2800
 Email: enquiries@sheffieldfutures.org.uk
www.sheffieldfutures.org.uk

Can I appeal against my teacher assessed grade?

Although everyone at the Sixth Form has been working hard to make sure that you are issued with the correct grades on results day, there will also be an appeals system as a safety net to fix any genuine errors that were not identified earlier on.

If you are applying to university, you are eligible for a Priority Appeal. Details of this follow the standard appeals process on page 7.

Appeals

If you believe an error has been made in determining your grade, you will have a right to appeal. There are two stages to the appeals process:

Stage 1: Centre Review

If you don't think you have been issued with the correct grade, you can appeal to the academy, where we will review whether we:

- **made an administrative error**, e.g. we submitted an incorrect grade; we used an incorrect assessment mark when determining your grade
- **did not apply a procedure correctly**, e.g. we did not follow the Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

Should you wish to submit a stage 1 appeal, please complete the student request form in the link below (also shown in appendix 2) and email it to assessment2021@longleypark.ac.uk

Stage 2: Appeal to the Exam Board

If you still don't think you have the correct grade after the centre review is complete, you can ask the academy to appeal to the exam board, who will review whether:

- the academy made an unreasonable exercise of academic judgement* in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence.
- the academy did not apply a procedure correctly, e.g. they did not follow the Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.
- the exam board made an administrative error, e.g. they changed your grade during the processing of grades.

* A reasonable judgement is one that is supported by evidence. An exercise of judgement will not be unreasonable simply because a student considers that an alternative grade should have been awarded, even if the student puts forward supporting evidence. There may be a difference of opinion without there being an unreasonable exercise of judgement. The reviewer will not remark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence.

You can only submit a stage 2 appeal following the outcome of a stage 1 appeal, using the stage 2 appeals form supplied with the stage 1 centre review outcome via email.

Should you wish to submit a stage 2 appeal, please complete the student request form (also shown in appendix 4) and email it to assessment2021@longleypark.ac.uk

All centre reviews and appeals need to be submitted by the academy. Students / parents / carers cannot appeal directly to the exam boards.

It is important to remember that **your grade can go down, up or stay the same** through either stage of the process.

Finally, if you believe the exam board has made a procedural error in handling your appeal, you can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.

Priority Appeals

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.

When do I need to submit my Centre Review request?

You should submit a request for a centre review by **16 August 2021 for a priority appeal**, or by **3 September 2021 for non-priority appeals**.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**.

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.

What is your UCAS personal ID and why is it needed?

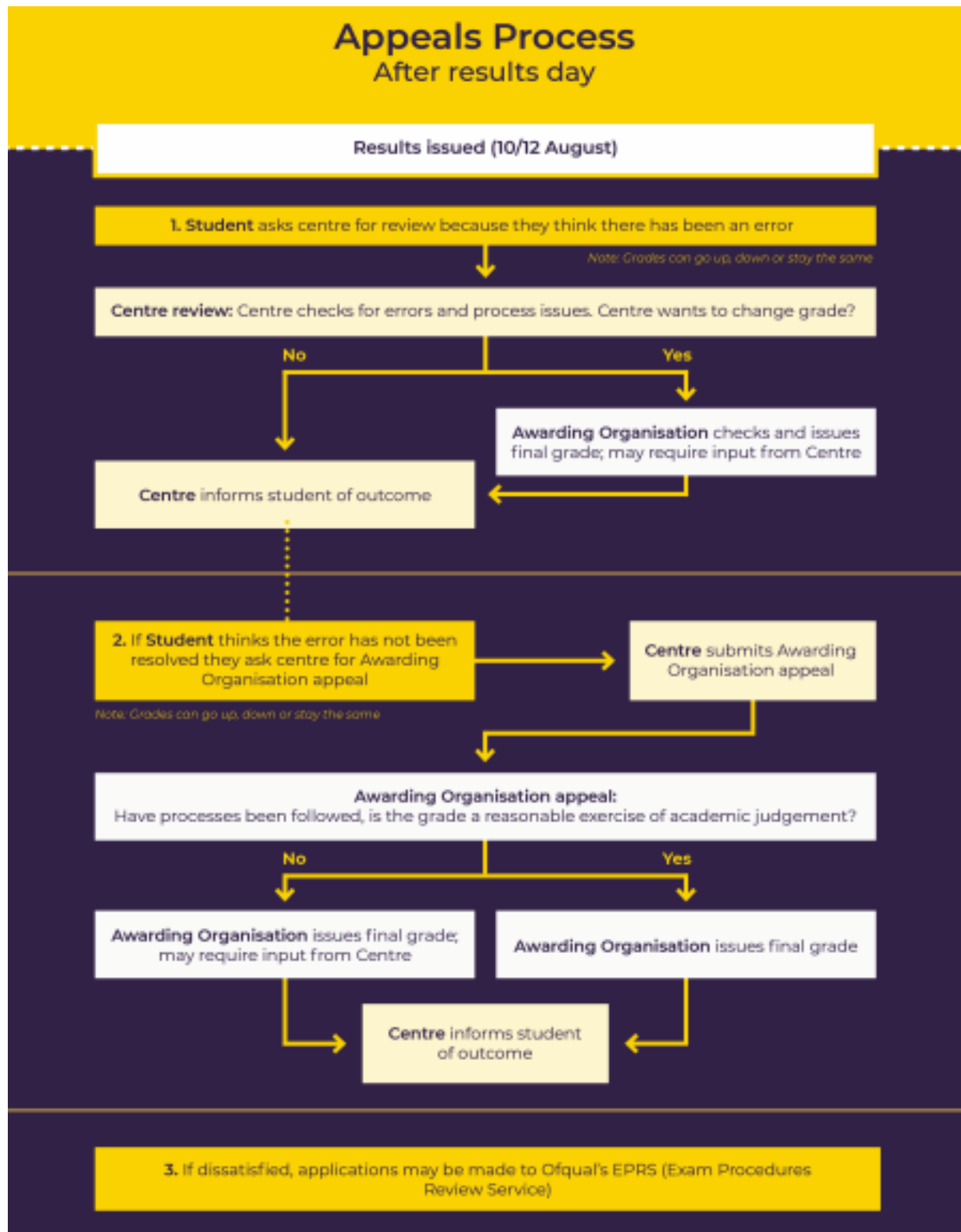
Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.

Key Dates

10 August – 16 August 2021	Window for students to request a centre review for a priority appeal
10 August – 3 September 2021	Window for students to request a centre review for a non- priority appeal
23 August 2021	Academy deadline for stage 2 priority appeals
17 September 2021	Academy deadline for stage 2 non-priority appeals

Appendix 1

Appeals Process Flow Chart



Appendix 2

Stage One Centre Review Student Form



Important information for students

What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

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.

What will be checked during a centre review?

You can ask the centre to check whether it made a **procedural error**, an **administrative error**, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

What will be checked during an awarding organisation appeal?

You can ask the awarding organisation to check whether the centre made a **procedural** or **administrative error** - or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

When do I need to submit my request?

You should submit a request for a centre review by **16 August 2021 for a priority appeal**, or by **3 September 2021 for non-priority appeals**.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. 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.

What is a priority appeal?

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.

What is your UCAS personal ID and why is it needed?

Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.

Stage One – Centre Review

A. Student Request

This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

Centre Name		Centre Number	
Student Name		Candidate Number	
Qualification Title e.g. AQA GCSE English Language			
Teacher Assessed Grade issued			
Is this a priority appeal? (A Level and Level 3 qualifications only)	Yes / No	If Yes provide your UCAS personal ID	
Grounds for centre review Please select one or both of the options if they apply to your request. If you don't think either apply, your centre will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended.			
Administrative Error by the centre e.g. the wrong grade/mark was recorded against an item of evidence	Yes / No	Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	Yes / No
Supporting evidence Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. There is a 5,000-character limit.			
Acknowledgement I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above. In submitting this review, I am aware that:			
<ul style="list-style-type: none"> The outcome of the review may result in my grade remaining the same, being lowered or raised The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded. 			
Student Name		Date	
Student Signature			

Appendix 3

Stage One Centre Review Outcome Form

Stage One – Centre Review



B. Centre Review Outcome

This section should be completed by the centre and shared with the student as a record of the outcome of the centre review.

Centre Name		Centre Number	
Student Name		Candidate Number	
Qualification Title e.g. AQA GCSE English Language			
Centre Review Outcome			
Please select the outcome of the review and then record the original grade and the revised grade if applicable.			
Upheld		Not upheld	Partially upheld
Original Teacher Assessed Grade issued		Revised Teacher Assessed Grade (if applicable)	
Information considered by the centre			
Please provide a short explanation of the evidence that you have reviewed. There is a 5,000-character limit.			
Rationale for the outcome of the centre review			
Outline the centre's findings from the centre review e.g. procedural or administrative error and if relevant, details of the error. There is a 5,000-character limit.			
Authorisation and dates of next stages			
Please complete the boxes as appropriate. Boxes 1 and 2 must be completed in every case. Boxes 3 and 4 need only be completed when requesting a grade change.			
1. Date that the decision and rationale was issued to student		2. Date student informed of how to proceed to stage 2 (appeal to awarding organisation)	
3. Confirmation that a senior leader has authorised any grade change		4. Date that grade change is submitted to awarding organisation	

Appendix 4

Stage Two Appeal to Awarding Organisation

STAGE TWO – APPEAL TO AWARDING ORGANISATION



This section is to be completed by the student. An awarding organisation appeal must be submitted to the centre and the centre will then submit it to the awarding organisation.

Centre Name		Centre Number	
Student Name		Candidate Number	
Qualification Title e.g. AQA GCSE English Language			
Teacher Assessed Grade issued			
Grounds for appeal			
Please select the grounds upon which you wish to appeal			
1. Administrative error by the awarding organisation		Yes / No	
2. Procedural issue at the centre			
a. Procedural Error		Yes / No	
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances		Yes / No	
3. Unreasonable exercise of academic judgement			
a. Selection of evidence		Yes / No	
b. Determination of Teacher Assessed Grade		Yes / No	
Evidence to support an appeal			
Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases you must provide a clear reason but it doesn't have to be lengthy.			
1. Administrative error by the awarding organisation			
You must provide a clear explanation. There is a 5,000 character limit..			
2 (a) Procedural Error			
This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above. There is a 5,000 character limit.			

2 (b) Issues with access arrangements / reasonable adjustments and/or mitigating circumstances You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

3 (a) Selection of evidence
You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

3 (b) Determination of the Teacher Assessed Grade
You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit

Acknowledgement

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above

I am aware that:

- The outcome of the appeal may result in my grade remaining the same, being lowered or raised
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from your school/college.

Student Name		Date
Student Signature		