



THE HOLLINS

APPEALS POLICY
SUMMER 2021

Version Number	Purpose of Change	Details of Change	Author	Date Agreed at Governors
1.0	N/A	N/A	SHA	29.06.2021

Information for Candidates

Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

The Hollins has determined grades in accordance with the JCO guidance 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 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 Thursday 12th August 2021.

Arrangements for results day

We will not be enabling pupils to come and collect GCSE results in person due to the uncertainty of restrictions surrounding the current pandemic situation. Emails will be sent individually to all candidate email addresses no earlier than 8.30am. Contact details will have been verified and checked by the exams officer and network manager. The exams officer, head of school and careers advisor will be available on results day, and accessible via electronic communication until the end of the appeals deadline, to support candidates who need further guidance and advice. Candidates will also be sent information regarding local sixth form providers and the process for enrolment, which will also have been sent prior to results day, along with a frequently asked questions document. These will also be available on the school website (www.thehollins.com).

Concerns about your results

When you receive your results, if you think that a grade is wrong, your first step should be to contact school for advice: results21@thehollins.com.

Further details of the arrangements for appeals are provided below.

Certificates

Certificates, when received from the awarding body, will be issued to candidates via collection from school at designated times. This usually occurs in the Autumn term following the results release.

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 two stages to the appeals process:

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

The Hollins will support its pupils through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at The Hollins 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 pupil does not consider they have been issued with the correct grade, they can submit a request to The Hollins to check if an administrative or procedural error has occurred
- The Hollins will email the pupil 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
- Upon receipt, the pupil should open the attachment, read the instructions carefully, 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 by replying to the original email
- The outcome of the centre review may result in the pupil's grade remaining the **same**, being **lowered** or **raised**
- On completion of the review The Hollins will complete section *B. Centre review outcome* of the form and share with the pupil 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 Hollins 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 pupil
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the pupil wants to improve their grade they may want to consider entering for the autumn exam series
- If the pupil believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the pupil considers that the grade awarded was an

unreasonable exercise of academic judgement, the pupil can submit a request to The Hollins to proceed with an appeal to the awarding organisation on their behalf

- To proceed, the pupil 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 by replying to the original email
- The Hollins will then submit the appeal on the pupil'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 post to the pupil by The Hollins as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre
- Should the pupil 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)

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. 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/>

Deadlines to submit a request

20 August 2021 - deadline for a pupil to request a Stage 1 - centre review

10 September 2021– deadline for a pupil to request a Stage 2 – appeal to awarding organisation