



Castle Donington College

Information for Candidates

Summer 2021 Results, Appeals and Certificates

This guidance is reviewed annually to ensure compliance with current regulations

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Information for Candidates

Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

Castle Donington College has determined grades in accordance with the JCQ guidance¹ 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 2021²](#) which tells you how you will get your qualifications in summer 2021 and where you can get more information.

Results

On the candidate statement of results (results slip) and certificates, grades will be reported in the same way as in previous years.

Results will be issued on Results day in August as follows:

Date	Qualification type
12/08/2021	GCSE and other Level 1/2 qualifications

Arrangements for Results day

Results will be made available to candidates on Thursday 12th August via Go4Schools.

Candidates only will be given access to Go4Schools from **08:30am on Thursday 12th August** until 23:59pm on Tuesday 17th August 2021. In addition, candidates will receive their Statement of Results as an attachment to their personal email address by Monday 16th August. In the event of queries, candidates should email examinations@cdcollege.uk for advice and guidance.

Further information will be provided on the College Website under the College Information/Examinations tab, <https://www.cdcollege.uk/>

Concerns about your results?

When you receive your results, if you think that a grade is wrong, please contact the Examinations Officer (examinations@cdcollege.uk) in the first instance for feedback and advice. Your query will be forwarded to the most appropriate person so that they can provide guidance for your next steps.

¹ <https://www.jcq.org.uk/summer-2021-arrangements/>

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

There is an appeals process in place. If you appeal, your grade could **go up, down or stay the same**.

What to do if you think your grade is wrong – the appeals process

There are two stages to the appeals process:

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

Castle Donington College will support you through the centre review and awarding organisation appeals process.

Key Dates for non-priority appeals

From Results day to 27 August 2021 - window for candidates to request a centre review

From Results day to 10 September 2021 – Centres submit appeals to awarding organisations

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

Stage 1 – Centre review

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.

- If a candidate does not consider they have been issued with the correct grade, they can contact the Examinations Officer at examinations@cdcollege.uk to check if an administrative or procedural error has occurred.
- If appropriate, the Examinations Officer will email the candidate the relevant form to complete a Stage 1 centre review.
- The candidate should 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 examinations@cdcollege.uk
- The deadline to return a completed Section A form is **FRIDAY 27TH AUGUST 2021**.
- 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, Castle Donington College will complete the *Centre review outcome* 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, Castle Donington College 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 appeal questions whether the original decision was a reasonable one, and not whether other reasonable decisions could have been made.
- 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.
- When your appeal is submitted, you will need to explain why you think your result was incorrect and should be changed.
- 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 Castle Donington College 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 which will be forwarded if appropriate. The form should be saved and returned as an email attachment to examinations@cdcollege.uk
- The deadline to return Stage 2 form is **FRIDAY 10TH SEPTEMBER 2021**.
- Castle Donington College 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 going up, down or staying the same.
- 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 as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.
- Should the candidate 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/>

Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed.

- The College retains certificates for 3 years after which time they are destroyed. A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a student agrees to pay the costs incurred

Date(s)	From Monday 29 th November 2021	Time(s)	During school hours (9:00 – 3:00)
Collection point	Castle Donington College, Reception	Identification must be provided on collection	

Candidates may receive their certificates:

- In person at the College, photographic ID will be required.
- Provide a stamped addressed envelope. The envelope must be A4 size and hard backed. The postage should cover recorded delivery.
- Collected and signed for by a third party. May arrange for certificates to be collected on their behalf by providing the Examination Officer with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates.

Checking certificates:

- On collection, candidates should carefully check their personal information (name, date of birth, etc.) is correct and that the correct final grade(s) are shown. Candidates will be required to sign that certificates have been collected and confirm they are correct

Autumn Exam Series

Ofqual has also decided that:

- Any student who receives a teacher-assessed grade (TAG) this summer can take the corresponding GCSE in Autumn 2021. In addition, any student who was aged at least 16 on 31 August 2021 can take the GCSE English language and maths exams, as is usually the case;
- exams will be in their normal format, with no adaptations made;
- except for art and design qualifications, grades will be determined by students' performance in the exams only – there will be no non-exam assessments.
- GCSE exams will take place in November and December

Candidates who wish to be entered for the Autumn exam series, will need to contact their Post-16 provider for further guidance.

Student Request Form for Centre Reviews and Appeals to Awarding Organisations

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 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 **27 August 2021**.

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 non-priority appeals should be submitted by **10 September 2021**.

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	CASTLE DONINGTON COLLEGE	Centre Number	25167
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Student Name		Candidate Number	
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Qualification title e.g. AQA GCSE English Language	
Teacher Assessed Grade issued	

Grounds for centre review Please tick 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	<input type="checkbox"/>	Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	<input type="checkbox"/>

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	Student signature	Date
_____	_____	_____