28th June 2021

**Summer 2021 Exam series Results and Appeal Information**

Dear Private candidate,

I hope this letter find you and your family well.

This letter is to provide you with more information regarding the Results Days and the Appeals process. Please note all this information is also on the Exam Support section of our website. Our aim is to provide you with all the latest information with a clear process to support you through this process as smoothly as possible. However, if you do have any queries, please use the designated email address: examsqueries2021@notredamecoll.ac.uk

**You must ensure the college has the correct email address to correspond with you, prior to results day.**

**Results Day:**

Your results will be sent to the personal email account or college email, if you are still a student with us, from 8.30am on each of the Results Days:

**Tuesday 10th August:** A/AS Level and Level 3 vocational technical qualifications – CTEC/BTEC

**Thursday 12th August:** GCSE and L2 vocational results.

**Centre Policy:**

The college submitted a Centre Policy to JCQ as requested by Ofqual and JCQ and this has been approved. The Centre Policy is on our website under the Exam Support section for your information and this should be read **prior** to submitting a Centre Review.

**Background to submitting TAGs:**

All students will have to sign a Student Authentication Form confirming they know which pieces of work will be used as evidence to inform their overall grade; all work produced/submitted is their own work; they have had the opportunity to raise any concerns about the evidence being used and where applicable, they have received the appropriate access arrangements, reasonable adjustments, and had an opportunity, where appropriate, to submit consideration for mitigating circumstances.

**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.

**OVERVIEW of CENTRE REVIEW (Stage 1) and AWARDING ORGANISATION APPEAL (Stage 2) PROCESS:**

The appeals process for summer 2021 allows students to appeal their grade where they believe there has been an error. The JCQ student guidance for appeals can be found at <https://www.jcq.org.uk/summer-2021-arrangements/>

And all information about the summer exams 2021 can be found: <https://www.jcq.org.uk/wp-content/uploads/2021/04/JCQ-Guidance-on-the-Determination-of-Grades-for-A-AS-Levels-and-GCSEs-Summer-2021.pdf>

**STAGE 1:** Must be completed before an Appeal can be made to the Awarding Organisation.

For reviews where a higher education place is dependent on the outcome of an appeal, students **must include their UCAS personal ID.** The student should also notify their preferred higher education provider that a review has been requested at the earliest possible opportunity so they can decide how to handle their offer.

**STAGE 2:** You must complete Stage 1 before a request for appeal on the grounds of academic judgement (unreasonableness) will be considered by any awarding organisations (at Stage Two). Notre Dame College does not have any involvement with reviewing evidence for Stage 2 Appeals.

**Key Dates – Post Publication of Results**

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| **Key Dates for 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.* |
| 10 August to 16 August 2021 | Window for students to request a centre review |
| 10 August to 20 august 2021 | Centres conduct centre reviews |
| 10 August to 23 August 2021 | Centres submit received Stage 2 Form Appeal to Awarding Organisations |
| **Key Dates for Non-Priority Appeals**  |
| From result day to 3 September 2021 | Window for students to request a centre review |
| From result day to 10 September 2021 | Centres conduct centre reviews |
| From result day to 17 September 2021 | Centres submit received Stage 2 Form Appeal to Awarding Organisations |

**STAGE 1: CENTRE REVIEW**

This is the first stage of the appeals process in summer 2021. This stage **MUST** be completed before an Appeal can be made to the Awarding Organisation (Stage 2).

Any student, including a Private Candidate, may submit a request for a centre review on the grounds that the centre has:

• failed to follow its procedures properly or consistently in arriving at that result or

• made an administrative error in relation to the result

**HOW TO COMPLETE A CENTRE REVIEW - STAGE 1:**

* All requests for a centre review Stage 1, including those from Private Candidates, must be made directly to the college via email to: examsqueries2021@notredamecoll.ac.uk
* Complete the *Stage 1 Centre Review* form as fully as possible (the form is on our website under Exam support) and submit via email to: examsqueries2021@notredamecoll.ac.uk
* The College will acknowledge receipt of your Centre Review promptly
* You will need to sign the form to agree you understand and consent to the outcomes: **that grades may be raised, stay the same or be lowered as the result of a Centre Review.**
* For reviews where a higher education place is dependent on the outcome of an appeal, students **must include their UCAS personal ID** on the form.
* Outcomes from a Stage 1 Centre Review will be returned to you via the email address you have given to the college for correspondence, promptly.

**STAGE 2: APPEAL TO AWARDING ORGANISATION**

Any student, including a Private Candidate, who considers that there has been a procedural error, an administrative error or that their grade reflects an unreasonable exercise of academic judgement (either because of the way that the grade has been determined and/or the selection of the evidence), may submit a request for an awarding organisation appeal **after** they have received the outcome of their centre review and after the publication of results.

**How to complete a STAGE 2: Appeal to Awarding Organisation**

* All requests for a Stage 2: Appeal to Awarding Organisation including those from Private Candidates, must be made directly to the college via email to: examsqueries2021@notredamecoll.ac.uk and then the College will submit to the relevant awarding organisation.
* Awarding organisations will not accept appeals directly from students or parents.
* Please read **Stage 2: Supporting Information** available on our website under the Exam Support section, **BEFORE** you complete and submit your Stage 2 Form.
* Complete the Stage 2 Appeal to Awarding Organisation form as fully as possible (the form is on our website under Exam support) and submit via email to: examsqueries2021@notredamecoll.ac.uk
* The College will acknowledge receipt of your Stage 2 Form promptly.
* The College will communicate via email to let you know what date your Stage 2 Appeal was submitted to the Awarding Organisation/s
* As soon as the College receives an outcome response from the Awarding Organisation, we will promptly forward the outcome to you. Please note we have no influence over how long the Awarding Organisation will take.
* You will need to sign the form to agree you understand and consent to the outcomes: **that grades may be raised, stay the same or be lowered as the result of an appeal.**
* For reviews where a higher education place is dependent on the outcome of an appeal, students **must include their UCAS personal ID** on the form.
* **Appeal Outcome?** As a result of the appeal, the case will either be rejected (disallowed) or upheld (allowed) in whole or in part. The fact that an appeal has been upheld (allowed) will not necessarily result in a grade change for the student.

**Autumn 2021 Exam Series**

Ofqual have recently announced there will be a full series of GCSEs and A Levels, plus some AS levels, in Autumn 2021 for those students who could have sat exams summer 2021 only. We will forward details of this after results day.

Finally, I hope this letter has answered some of your immediate questions.

With warm regards

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Justine Barlow (Mrs)

Principal