

## **Exam Results Day – 12<sup>th</sup> August 2021**

Due to current circumstances and rising Covid cases within the Darlington area, we will issue your child's GCSE results to their school email account. Results will be emailed from 8.30am on Thursday 12<sup>th</sup> August 2021.

Pupils can access their email by logging into Microsoft Outlook using their school login and password. This week, pupils must check that they can still access their school email and remember their passwords.

If pupils have any issues accessing their school account, please contact school reception by **10:00am on Friday 17<sup>th</sup> July**, after which school will be closed for the summer break.

Pupils will need to acknowledge receipt of results via a link which will be provided on results day. Please make sure results are downloaded and saved, as school email accounts will cease to exist from 1<sup>st</sup> November 2021.

## **Appeals**

Following receipt of results, all pupils who believe that there has been an error by school when determining their final grade will have the opportunity to appeal. It is important to note that any appeals may result in a pupil's grade being lowered, staying the same, or going up.

If a pupil submits an appeal and their grade is lowered, they will receive the lower mark. There will also be the option to resit GCSE exams in the Autumn, which may be preferable to some pupils. The design, content and assessment of these papers will be the same as in a normal year.

There are two stages to this year's appeal process:

### **Stage 1: Centre Review**

If you don't think you have been issued with the correct grade, you can appeal to school and we will review whether there has been:

- Administrative error, e.g. the grade submitted to the exam board was incorrect; an incorrect assessment mark was entered when determining your grade.
- Procedural Error, e.g. School did not follow the Centre Policy, did not undertake internal quality assurance and did not take account of access arrangements or mitigating circumstances, such as illness.

All appeals must first go through a centre review (Stage 1) where at this stage, we will check for any administrative errors, check that our policies and procedures were followed correctly. At the centre review stage, if we find that a grade should go up or down, we will ask the exam board to review this and amend. Following the outcome of a centre review (Stage 1), pupils may still choose to pursue an awarding organisation appeal.

### **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 your school to appeal to the exam board, who will review if:

- The school 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 school did not apply a procedure correctly, e.g. they did not follow their 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.

Pupils must submit a stage one centre review appeal before any awarding body appeals. Please note that only one form must be completed per subject query. Appeal forms must be completed by the pupil and received to the school via Mrs Potts, Exams Officer at [exams@longfield.swiftacademies.org.uk](mailto:exams@longfield.swiftacademies.org.uk)

Please find below a table outlining deadline dates in relation to appeals for 2021. Please note that Stage 1 Centre Review forms will be available to download and request from our school website or via email from Thursday 12<sup>th</sup> August, results day.

Dates	Action
Thursday 12 <sup>th</sup> August 2021	GCSE Results Day <b>Candidates receive results via school email address.</b>
Monday 16 <sup>th</sup> August – Friday 27 <sup>th</sup> August 2021	Window for students to request centre review (Stage 1) <b>Centre Review Form completed by candidate</b>
Tuesday 31 <sup>st</sup> August- Monday 6 <sup>th</sup> September 2021	Conduct centre reviews and inform candidates of outcome.
Wednesday 8 <sup>th</sup> September- Wednesday 15 <sup>th</sup> September 2021	Window for students to request appeals to awarding organisations and centre to submit (Stage 2) <b>Stage 2 Appeal to awarding organisation form completed by candidate</b>
Stage 2 Outcome Decision	The awarding organisations will aim to complete Stage Two of the appeals process within 42 calendar days of the receipt of the application.

### Autumn Exam Series

JCQ have announced that they will be adding an additional exam series should your child wish to sit an exam in a subject they were previously entered for. These exams will take place from 1<sup>st</sup> November 2021. We have been given specific deadlines to make entries for any Autumn exams and your child will be given further details on what they will be required to do if they wish to sit an exam in the Autumn.

### Careers Support

If you have questions about progression to further education, training apprenticeships, or if your plans have changed. Our careers and further education advisers and other members of the guidance team will be available to help. If pupils would like a discussion with the careers team, please email Gill Smith, Careers Advisor at [gillsmith@longfield.swiftacademies.org.uk](mailto:gillsmith@longfield.swiftacademies.org.uk)