



The John Warner School • Stanstead Road • Hoddesdon • Hertfordshire • EN11 0QF  
Telephone: 01992 462889 • Facsimile: 01992 470679 • E-mail: admin@johnwarner.herts.sch.uk  
Website: www.johnwarner.herts.sch.uk • Headteacher: Jeremy M. Scott

15<sup>th</sup> July 2021

Dear Parent(s)/Carer(s) and Students

## **Re. Results Days, Reviews and Appeals (15<sup>th</sup> July 2021)**

As we approach the end of term, we would like to remind you of the arrangements for results days, and subsequent next steps advice and guidance. The following letter contains very detailed information, but we hope it will provide a level of reassurance regarding the processes in place. Ofqual also intend to publish an information guide for students prior to results days.

As previously communicated, exam results days are scheduled for:

Tuesday, 10<sup>th</sup> August 2021 08:30-12:30 for **Year 13** results

Thursday, 12<sup>th</sup> August 2021 09:00-13:00 for **Year 11** results

Results will be available from the school library and staff will be available to offer advice and guidance.

## **How were my / my child's grades arrived at this year?**

Grades this summer were based on Teacher Assessed Grades (TAGs). TAGs were submitted to the exam boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance.

These grades were then approved by the relevant exam board, following external quality assurance checks.

In some cases, the TAGs we submitted may have been reviewed by the exam board, who may have asked us to submit an alternative grade. However, any changes to the grades we submitted were done by professional teachers or reviewers; this year no grades have been changed as a result of an algorithm.

The evidence used to determine this year's grades have been subject to multiple levels of checking and quality assurance both in school and at exam board level and, therefore, we expect them to be fair and accurate.

## **What do I do if I'm not happy with my / my child's grade?**

Whilst we hope the majority of students will be pleased with their results and recognise they are a fair reflection of their achievements, there is an appeals system in place to fix any genuine errors not previously identified. This appeals process (and the associated dates and deadlines) is common across all schools and all exam boards.

The information below outlines the different stages of the appeals process and key dates. Please read this carefully so that you are aware of the options open to you as well as the implications of submitting an appeal.

## **What are the arrangements for resits in the autumn?**

There is also the option to resit GCSEs (November/December) and A Level (October) examinations in the autumn, which may be preferable to some students. The design, content and assessment of these papers will be the same format that was agreed for the 2021 examination series.





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The deadline for A Level resit entries is **Friday, 3<sup>rd</sup> September 2021** and for GCSE resit entries is **Monday, 4<sup>th</sup> October 2021**. Please contact our Examinations Officer, Mrs Helena Cole, if you wish to be entered for an examination resit [hlc@johnwarner.herts.sch.uk](mailto:hlc@johnwarner.herts.sch.uk).

## What is the right to appeal?

If you believe an error has been made in determining your grade, you will have a right to appeal.

There is no cost to students for this process and there are three possible outcomes:

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

Once a final decision has been made you cannot withdraw your request for a centre review or appeal (more detail on these below). However, you can change your mind and ask for the review/appeal to be withdrawn if it has not been concluded.

If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

## What is a priority appeal?

Priority appeals will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of 8 September.

Priority appeals are only open to A level students starting university this autumn, who have missed out on the conditions of their firm offer.

If you decided not to confirm a firm conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal.

Please note, candidates will need to provide their UCAS personal ID on their appeal application.

For priority appeals, a centre review appeal must be submitted by the 16<sup>th</sup> August, 2021 and an awarding organisation appeal needs to be submitted by the 23<sup>rd</sup> August, 2021.

JCQ cannot offer priority appeals for GCSE students, unfortunately.

## What should I do before appealing?

To help you decide whether to appeal, you need to have an overview of the following information on results day:

- the JCQ Student and Parent [guide](#) which will be available on the JCQ [website](#).
- the school's Centre Policy that can be found [here](#).
- the sources of evidence used to determine grades (attached and [here](#))
- details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness

We may not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in normal years, as we have already moderated and quality assured all the grades ourselves.





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## What are the two stages of an appeal?

There are two stages to the appeals process and you must request Stage 1 (a centre review) before you can request Stage 2 (an exam board appeal.)

This is so the exam board is certain that your grade is as the school intended.

### Stage 1: A Centre Review

All appeals, on any of the grounds above, must first go through a **centre review**. At this stage, we will check for any administrative errors, and check that our policies and procedures were followed correctly. Our policy has already been approved by the exam boards, so we are only ensuring that we followed this properly.

You can ask the school to check whether there has been:

- an administrative error (an error in recording your grade or submitting your grade to the awarding organisation)
- a procedural error (a failure to follow the process set out in the centre policy)
- or both.

You should make this request using the Appeal Form (found under 'downloads' on [this page](#)) which should then be emailed to [examappeals@johnwarner.herts.sch.uk](mailto:examappeals@johnwarner.herts.sch.uk)

Please note, we can only accept requests from students.

We will conduct a review and, if we identify an error, we will submit a correction request to the exam board. The exam board makes the final decision about changing the grade. Once this is complete, we will inform you of the outcome.

The appeal direct to the exam board (Stage Two) may only be requested once the centre review (Stage One) has been requested and concluded. (i.e. you have been informed of the outcome.)

### Stage 2: Appeal to the exam board

Following the outcome of a centre review, students may still choose to pursue an **awarding organisation appeal**. You should make this request using the Appeal Form (found under 'downloads' on [this page](#)), which we will then send on your behalf to the exam boards. Students and parents cannot send appeals directly to the exam board themselves – it must come from us.

Stage 2 appeals can be made on the following grounds:

- the exam board made an administrative error, e.g. they changed your grade during the processing of grades.
- the school did not apply a procedure correctly (from the centre policy)
- the school made an unreasonable exercise of academic judgement\* in the choice of evidence from which we determined your grade and/or in the determination of your grade from that evidence.

*NB \* The independent reviewer will not consider whether they would have given an alternative grade or whether an alternative grade could also reasonably have been given. There may be a difference of opinion without there being an unreasonable exercise of judgement.*



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The reviewer will not remark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence.

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. The outcome will be communicated to the school to be shared with the student.

A student may submit a request for an appeal but subsequently decide they wish to withdraw it. Awarding organisations will accept requests for appeals to be withdrawn as long as no finding has been made. An application for an awarding organisation appeal cannot be withdrawn once a finding has been made.

Students can only submit one appeal per subject.

## How do I make an appeal?

Following results days, students should fill in our Appeal Form which can be found [here](#). If you need any support with this, following results day, please email [examappeals@johnwarner.herts.sch.uk](mailto:examappeals@johnwarner.herts.sch.uk)

## What are the deadlines for non-priority appeals?

The table below outlines the key dates and deadlines including those for priority appeals. Please be aware we will do our best to process centre reviews as quickly as possible, but staff may not be available for the entirety of this period.

### Priority appeals\*

\*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 – 16 <sup>th</sup> August	Window for students to request a priority centre review
10 August – 20 <sup>th</sup> August	School conducts priority centre reviews
10 August – 23 August	School submits priority appeals to awarding organisations

### Non-priority appeals

From results day – 3 <sup>rd</sup> September	Window for students to request a centre review
From results day – 10 <sup>th</sup> September	Centres conduct centre reviews
From results day to 17 September	Centres submit appeals to awarding organisations

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.

Ofqual is consulting with students on their experience of the TAG process to support contingency measures next year. If you would like to contribute the survey link is below:

<https://ofqual.citizenspace.com/public/6b36e360/>

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Notwithstanding all the information above, we hope you have a good summer and are looking forward to celebrating your achievements on results day, as well as supporting you in making decisions about your next steps.

Yours sincerely

Mr Jeremy Scott  
**Headteacher**



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