

12 July 2021

As-salaamu-alaikum Dear Parents/Carers,

Re: Year 13 Examination Results' Day – Tuesday 10th August

I am writing to inform you about the arrangements for the Year 13 results' day on Tuesday 10th August 2021. The school will be open to students between 08:30am and 11:30 to collect their examination results.

Students should enter school through the student entrance and then proceed to the main hall, where results will be available to collect in a sealed envelope from staff who will be located at tables arranged in alphabetical order. Please note, only students will be permitted to enter the building – if parents are accompanying students we ask that you remain off site.

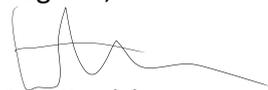
If your daughter is unable to come to collect their results in person, a family member can pick them up on their behalf, but they MUST have signed written permission from the student in order to receive the results. This needs to be arranged prior to results day. Please contact me at the email address below to arrange a time slot for collection. We are unable to release results without the written permission, so please bring this with you. Formal certificates arrive in school about three months after results are issued, and information about the collection of certificates will be given to students on results' day.

If needed, there will be a number of staff available to offer advice and guidance to pupils, and there will also be appointment slots available on Wednesday 13th August if further discussion is needed. Prior to leaving school, all students MUST visit the destinations table to confirm next steps.

I am also enclosing information about Centre Reviews and Appeals to Awarding Organisations. Further information will be available on Results' Day.

If you have any queries before the results day, please do not hesitate to contact me via school reception or by e-mail: lauren.bradshaw@fa.fetrust.org.uk

Regards,



Mrs Bradshaw
Head of Post 16

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 **16 August 2021 for a priority appeal**, or by **3 September 2021 for non-priority appeals**.

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 a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. Priority appeals that aren't submitted to the awarding organisation by 23 August 2021 will still be treated as a priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

What is a priority appeal?

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. You should inform your intended higher education provider that you have requested a centre review or appeal.

What is your UCAS personal ID and why is it needed?

(Post-16 students who have applied to University)

Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.