

Information for Candidates
Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

Norbury Manor has determined grades in accordance with the JCQ guidance and has submitted these grades to the relevant awarding organisation by the required deadline. Details of the school's approved approach was previously sent to you and can be accessed on the school website via:

https://www.nmbec.org.uk/_site/data/files/parents/letters/5C94C24EAD723AEA45D39EA9CEC983BF.pdf

To further support your understanding, please refer to Ofqual's Student guide to awarding Summer 2021 which tells you how you will get your qualifications in summer 2021 and where you can get more information.

https://www.nmbec.org.uk/_site/data/files/students/examinations/7C68D85E1FBD4BE20A6DAF634B57C754.pdf

Results

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

Results will be issued on results days in August as follows:

Date	Qualification type
10/08/2021	GCE (AS, A Levels) and other Level 3 qualifications
12/08/2021	GCSE and other Level 1/2 qualifications

Arrangements for results days

Results can be collected from Norbury Manor between 9 am and 11 am on both days.

Depending on the advice at the time we may have to allocate collection times to limit the number of people arriving at any time, if this is the case we will email you the day before with updated arrangements. Only students of Norbury Manor can attend their specified results day. Parents, carers and family members must wait outside the school gate if accompanying you (unless a parent is collecting your results on your behalf – see below).

When you arrive at school look for signs telling you where to go to collect your results and follow any one way system we may have to put in place.

If you are unable to collect your results in person you may arrange for someone to collect on your behalf. The person you nominate will need to bring a note written by you giving permission for them to collect your results and unless they are a student at Norbury Manor photo ID.

Results will be posted to anyone unable to collect. Please make sure that you have informed the school of any change of address by emailing admin@nmbec.org.uk

Certificates

Certificates, when received from the awarding organisations, will be issued to you at the end of November or beginning of December you will receive an email to let you know the arrangements for collecting them. This email will be sent to the email address we have on the school system for you (not your parents).

Concerns about your results

When you receive your results, if you think that a grade does not reflect the work in your subject portfolio, your first step should be to speak to any member of the school leadership team for advice.

Students can opt to take their subject exams in Autumn 2021 to improve their grade. Please check availability.

Arrangements for appeals are provided below:

There are two stages to the appeals process:

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

In accordance with section 5.4 of *JCQ Appeals Guidance Summer 2021* you have had access to the following information, which is posted on the school website:

- the centre policy
- the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
- details of any special circumstances that have been considered in determining their grade, e.g. access arrangements/reasonable adjustments or mitigating circumstances such as illness

Norbury Manor will support its students through the centre review and awarding organisation appeals process.

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

Stage 1 – Centre review

- If a student does not consider they have been issued with the correct grade, they can submit a request to appeals2021@nmbec.org.uk to check if an administrative or procedural error has occurred
- Norbury Manor will provide the student with the JCQ Student Request Form for Centre Reviews and Appeals if requested in person on results day this will be a printed copy; if requested after the relevant results day this will be sent as an attachment by email.
- On receipt, the student should open the attachment, read the important instructions, fully complete *section A. Student request* of the *Stage one – centre review* form. If completing this electronically this should include an electronic signature and date. The form should be saved and returned as an email attachment.
- The outcome of the centre review may result in the student's grade remaining the **same**, being **lowered** or **raised**
- On completion of the review Norbury Manor will send you a record of the outcome, allowing time prior to the relevant appeal to awarding organisation deadline.
- If an administrative or procedural error is found, Norbury Manor 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
- If no administrative or procedural error is found you then can opt for 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 has been issued to the student.
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - **if the student wants to improve their grade they may want to consider entering for the autumn exam series (entry forms will be available on each results day)**
- If the student believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the student considers that the grade awarded was an unreasonable exercise of academic judgement, the student can submit a request to appeals2021@nmbec.org.uk to proceed with an appeal to the awarding organisation on their behalf
- To proceed, the student will be provided with an additional form to complete including electronic signature and date. The form should be saved and returned as an email attachment.
- Norbury Manor will then submit the appeal on the student'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 remaining the **same**, being **lowered** or **raised**
- There is no further opportunity to appeal the outcome to the awarding organisation
- The awarding organisation's appeal outcome letter will be provided to the student by Norbury Manor as soon as reasonably practical after the outcome letter from the awarding organisation is received in school.
- Should the student 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 made you cannot withdraw your request for a centre review or appeal. This means 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/>

Deadlines to submit a request

Priority appeal¹

12th August 2021 – deadline for a student to request and complete Stage 1 form - centre review

18th August 2021 – deadline for a student to request and complete a Stage 2 form – appeal to awarding organisation

Non-priority appeal

3rd September 2021 - deadline for a student to request a Stage 1 - centre review

14th September 2021– deadline for a student to request a Stage 2 – appeal to awarding organisation

Any request made after the deadline will not be processed as we are working within externally set deadlines.

¹ 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. You will need to provide in the request form(s) your UCAS personal ID code which is included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal. 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.