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**ELLIS
GUILFORD
SCHOOL**
*Creative
Education
Trust*

Wednesday, 7th July 2021

Dear Parent/Carer,

I write to inform you about our results day procedure and appeals process once pupils have received their results.

Results collection

Results will be available for collection from 9.00am on Thursday, 12th August 2021. Pupils will enter the school through the front gate and make their way to the main hall where they will be able to collect their results. Senior leaders will be available to offer advice and support throughout the morning.

If pupils are unable to collect their results on the day, they should send a pre-paid stamped addressed envelope to the school reception and these will be posted out on Thursday, 12th August.

Appeals procedure

Pupils' grades have been determined by schools and colleges this year. The appeals process is a critical safety net if anything goes wrong to ensure that each learner has an individual right to appeal their grades.

Before requesting a review of the results, pupils must first consider the information below:

What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal, then 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.

When do I need to submit my request?

You should submit a request for a centre review by **3 September 2021**. 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 stage 2 appeals should be submitted by **17 September 2021**.

There are two stages to the summer 2021 appeals process:

Stage 1: centre review

The first stage of the process is referred to as **a centre review**. If a student does not consider that they have been issued with the correct grade, they can ask their centre to check if an administrative or procedural error has occurred. If the centre finds that an error has occurred, they will be able to submit a request to the awarding organisation to correct the error and amend the grade without the need to make an appeal to the awarding organisation. The student must be aware that their grade could go down, up or stay the same.

If pupils would like to initiate a centre review, they will need to complete an electronic form that will be available on the Ellis Guilford website from Thursday, 12th August.

Stage 2: appeal to the awarding organisation

The second stage of the process is referred to as an appeal to the awarding organisation (submitted by the centre on the student's behalf). An appeal should be submitted if the student considers that the centre did not follow its procedure properly, 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 must be aware that their grade could go down, up or stay the same.

Ofqual Exam Procedures Review Service

If the student or centre considers that the awarding organisation has made a procedural error, they can apply to Ofqual's Exam Procedures Review Services (EPRS) to review the process undertaken by the awarding organisation.

Grounds for appeal

In summary there are four grounds upon which a centre review or an appeal to an awarding organisation may be requested:



At stage 1: The school made an administrative error, e.g. an incorrect grade was submitted; an incorrect assessment mark was used when determining the grade.

At stages 1 and 2: The school did not apply a procedure correctly, such as the school did not follow its Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances such as illness.

At stage 2: The awarding organisation made an administrative error, e.g. the grade was incorrectly changed by the awarding organisation during the processing of grades.

At stage 2: The student considers that the school made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of the grade from that evidence.

If you have any immediate queries, please email exams@ellisquifordschool.org.uk

Yours sincerely,

Mr Fugill
Vice Principal