



Hertswood Academy

Aim High • Achieve Excellence

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Headteacher Peter Gillett BSc (Hons), PGCE, NPQH, MBA

Dear Parent/Carer,

As we approach results days we would like to give you further information on the next stages in the process. There is a lot of information on the following pages so please take the time to read through it carefully.

At every stage whilst awarding teacher assessed grades we have followed the standardised JCQ procedure and have adopted their policies throughout to ensure that our processes are comparable with those nationally.

As a reminder, in order to decide the grade for each student / subject we used the following evidence:

- Data from the most recent and prior assessment weeks
- Any non-exam assessments such as practicals
- Records of performance in performance-based subjects such as sport, music or drama

We have also ensured that students with access arrangements received these and that any special consideration was in place whilst assigning grades. If you have any queries relating to these please do contact a member of the Year 11 team.

Results days

Candidate statements of results (a results slip) and certificates, grades will be reported in the same way as in previous years. Results will be issued on results days 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 day

- Results will be available for collection from 9:00-11:00am on both days.
- Please be conscious of social distancing measures whilst on the school site.
- Students should enter the school site via the main gate and make their way through the main entrance
- You will be guided through the atrium to collect your results.
- Results will be arranged alphabetically based on your last name. Find the sign that indicates your section and give the member of staff your last name. They will then give you your results.
- You will then leave the atrium through the back door.
- Parents who wish to accompany their children will be directed around the building to meet their child at the exit.
- The Y13 team, Y11 team and Exams Officer will be available to offer advice and support on the day.
- Students will receive a printout of their results from the exam boards and guidance on next steps. This is not a certificate, please see below for details of certification.

(continued overleaf)

Appeals

We hope that students will feel that the results will reflect their work fairly, however some students may wish to appeal their results. There are detailed instructions regarding this and the availability of the Autumn examination series on the following pages.

We look forward to seeing all of our Year 13 and Year 11 students on their respective results days.

Yours sincerely

Wanda Gill (Assistant Headteacher Y11) and Carey McFerran (Assistant Headteacher 6th Form)

Information for Candidates

Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

Hertswood Academy has determined grades in accordance with the JCQ guidance¹ and has submitted these grades to the relevant awarding organisation by the required deadline.

To 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 or JCQ's [Guide to Summer 2021 Arrangements](#)

Certificates

Certificates, when received from the awarding organisations around October, will be issued to you. We will contact you when they are in school with a selection of dates for collection. This is dependent on any Covid restrictions in place at that time.

Concerns about your results

If you feel that the grades awarded do not reflect your ability in that subject there are a few options open to you at this stage. Please be aware that deadlines MUST be adhered to otherwise we can not guarantee that we will be able to process appeals or entries with exam boards.

Option 1 - Appeals

When you receive your results, if you think that a grade is wrong, your first step should be to speak to a member of the Year 11/13 team or our Exams Officer (Mrs Inwood) for advice.

Students can only submit one appeal per qualification to the awarding organisation so it is important that all applicable grounds for appeal are selected at the point of the original review/appeal submission.

Further details of the arrangements for appeals are provided below. **Arrangements for appeals**

Section 5.4 of JCQ Appeals Guidance Summer 2021 (A guide to appeals processes – Summer 2021) states:

To decide whether to request a review, students will need access to certain information before results day, or on results day, if it has not already been made available to them. This must include:

- a. the centre policy
- b. the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
- c. details of any variations in evidence used based on disruption to what that student was taught
- d. 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

There are two stages to the appeals process:

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

Hertswood Academy will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Hertswood Academy 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 the Examinations Officer (exams@hertswoodacademy.org) to check if an administrative or procedural error has occurred
- The Examinations Officer will provide you with a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals* (saved in the candidate's name and candidate number) as an attachment
- On receipt, the student should open the attachment, read the important instructions and fully complete *section A. Student request* of the *Stage one – centre review* form including electronic signature and date. The form should be saved and returned as an email attachment to exams@hertswoodacademy.org
- ***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 the Examinations Officer will complete *section B. Centre review outcome* of the form and share with the student as a record of the outcome, in sufficient time prior to the relevant appeal to awarding organisation deadline etc.
- If an administrative or procedural error is found, the Examinations Officer 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

You can request a Center Review on the following grounds:

- the Center has failed to follow its procedures properly or consistently in arriving at that result or
- made an administrative error in relation to the result. *5.2 JCQ Appeals guidance Summer 2021*

Requests for appeals on the grounds of academic judgement (unreasonableness) will only be considered by awarding organisations (at Stage Two) and not by centres. In these cases, an initial centre review must still be completed to ensure that the centre has not made any procedural or administrative errors. The centre should not review its academic judgements during the centre review stage. 5.3 JCQ Appeals guidance Summer 2021

Information for appeals can be found here - [JCQ Appeals Guidance Summer 2021](#). The deadline for appeals is **16th August (GCE)** and **3rd September 2021 (GCSE)**. In accordance with JCQ guidance, Hertswood Academy cannot accept Center reviews after this date.

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 of the first stage 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
- 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 the Examinations Officer to proceed with an appeal to the awarding organisation on their behalf
- To proceed, the student must complete *Stage two – appeal to the awarding organisation* section of the form, including electronic signature and date. The form should be saved and returned as an email attachment to exams@hertswoodacademy.org 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 by post and email to the student by the Examinations Officer as soon as reasonably practicable after the outcome letter from the awarding organisation is received in the centre.
- 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 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.

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 appeal²

16 August 2021 – deadline for a student to request a Stage 1 - centre review

23 August 2021 – deadline for a student to request a Stage 2 – appeal to awarding organisation

Non-priority appeal

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

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

² 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.

Option 2 - Autumn Series

If you think you could improve your grade by sitting the exam again, rather than appeal, the dates for the new October & November series are:

- GCE – 4th to 22nd October
- GCSE English Language & Maths – 1st to 9th November
- GCSE (all other GCSE subjects offered as part of the exceptional autumn 2021 exam series) – 15th November to 3rd December

Please complete the following confirmation form & return to the Examinations Officer at exams@hertswoodacademy.org before the deadlines below:

Autumn 2021 GCE exams series (4th to 22nd October)

- 1st September - Final date for entries

Autumn 2021 GCSE exams series (1st to 3rd December all GCSE subjects offered)

- 24th September - Final date for entries

I would like to be entered for the Autumn exam series.

The subject(s) I would like to be entered for are: (please list)

If you are NOT moving in to Year 12, we will need contact details so we can send you the relevant documentation regarding the exams you have requested to sit. Please fill this in below:

Print Name:	
Email address:	
Contact Number:	
Signed:	Date: