

Information for Candidates

Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

Sir George Monoux College has determined grades in accordance with the [JCQ guidance](#) and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer to the [College's Teacher Assessed Grades: A Guide for Students and Parents](#) which tells you how you will get your qualifications in summer 2021 and where you can get more information

Results

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

Results will be issued on results day(s) 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

Arrangement for the distribution of results are as follows;

- Online via **Student Portal** - Results will be available on your Student Portal from **8.30am** so you may log in from home and check your results. You can do this by clicking on "Information" then "Enrolments". You will then see your subjects along with your grade.
- Via **Email** – The Exams Team will be sending an email, at **8.30am**, to your college email address showing your results.
- Collect **in person** - college will be open between **9am – 12pm** to allow you to pick up your result slips. **You will need to bring a photo ID** (eg college ID card, passport or Driver's licence) to pick up your result slip.

If you are unable to collect your result slip and would like someone else to collect them on your behalf, that person **must provide us all three items** below:

- Photo ID for themselves
- Your photo ID
- Written authorisation from you, the student, permitting them to collect the result slips on your behalf (a signed letter giving them authorisation to collect your result slips with your name and the third-party name clearly stated on the letter).

Any uncollected result slips will be posted out *the following day* to your home address.

Please note that due to social distancing rules, limited number of students will be allowed to enter the building, queuing therefore is to be expected.

Concerns about your results

Everyone at the College will be working hard to make sure you are issued with the correct grades on results day, however, when you receive your results, if you think that a grade is wrong, your first step should be to speak to the subject teacher or their Pathway Leader for advice. Further details of the arrangements for appeals are provided below.

Certificates

Certificates, when received from the awarding organisations and have been collated, will be issued to you from January 2022 on an appointment basis. We will inform you in writing or via SMS message once certificates are available. Certificates will be kept for a period of one year from the date you are notified of their availability.

The arrangements for appeals

There are two stages to the appeals process:

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

The College will support its students through the centre review and awarding organisation appeals process. The information below describes the arrangements in place 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 by completing this form: <https://forms.office.com/r/Gcnjn5u71B> to check if an administrative or procedural error has occurred.
- It is important to remember that 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 College will share the outcome with the student allowing sufficient time prior to the relevant appeal to awarding organisation deadline
- If an administrative or procedural error is found, the College 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

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, the student can submit a request to the Exams Team to proceed with an appeal to the awarding body who will review the following;
 - if the awarding organisation has made an administrative error,
 - if the grade awarded was an unreasonable exercise of academic judgement,
 - if the College did not follow its TAG Centre Policy

- To proceed, the student must complete the *Stage two – appeal to awarding organisation* form which can be found using this link: <https://forms.office.com/r/Wg3Y3AgyCL>
- The Exams Team will 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 emailed to the student by the Exams Team as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.

Deadlines to submit a request

Priority appeal**

16th August 2021	deadline for a student to request a Stage 1 - centre review
20th 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

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.

Students should inform their intended higher education provider that they have requested a centre review or appeal. The student will need to provide in the request form(s) their 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.

Key points to remember

- A centre review (Stage 1) must be carried out before a student can request an appeal to the awarding body (Stage 2).
- Grades are **not protected** meaning they can be **lowered**, **go up** or **stay the same**.
- A request for centre review or appeal to the awarding body **cannot be withdrawn once a finding has been made**. 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/>