

# HONITON COMMUNITY COLLEGE

School Lane • Honiton • Devon • EX14 1QT

Telephone (01404) 42283

Facsimile (01404) 44491

Email [admin@honitoncollege.devon.sch.uk](mailto:admin@honitoncollege.devon.sch.uk)

**Principal: Mr Glenn Smith BSc (Hons)**

June 29, 2021.

## Appeals Process for 2021 GCSE and A-Level Results

Dear

In advance of the publication of the 2021 results days (A Level/BTEC - Tuesday August 10, GCSE – Thursday August 12) we felt that it was important to share with you the Appeals Process that has been set up by the body that oversees qualifications (JCQ). The full details can be found on our website along with the forms that will need to be completed. The QR code below links to this part of the website.



Also in this space on our website is the HCC Centre Policy for awarding grades for summer 2021 (the file is called 'Summer 2021 JCQ Guidance'). This gives the details of how we awarded the grades and the moderation process we used before any grades were sent to the awarding bodies.

When students collect their results there will be a copy of the forms in the envelope in case, they wish to appeal their grade(s). Please note the forms must be signed by the student. The completed forms must be handed, or sent, to Mrs Sayers (Exams Officer) who will oversee any investigation and liaise with the awarding bodies.

Mrs Burroughs and Mrs Manning will be in school to advise and support.

As always, staff will be keen to come in on the day/s to celebrate the achievements of their students. This is welcomed and encouraged by the senior management and this year it will be possible due to the easing of restrictions. However, staff present will not be allowed to comment on grades awarded. If students and/or parents/carers feel they need to know more about the grades then you will have to direct your questions to either Mrs Burroughs or Mrs Manning.

Below is the statement from JCQ:

***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?**

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.

The arrangements for the day are as follows:

In order to manage the numbers on site, the results will be issued by tutor group. Each tutor group has been given an allotted time to collect their results as follows:

11 CBR	8.00am
11 JWR	8.30am
11 KKN	9.00am
11 HBW	9.30am
11 SWA	10.00am

**Students must arrive on time please**

Results day will be held at the college with the results being issued from the Sixth Form Centre. There will be a one-way system in and out of the centre so that we don't miss anyone.

Currently we expect all Covid 19 restrictions to be lifted, however there are suggestions that wearing face coverings and social distancing in doors may remain in force. If there are any changes we will update the website.

Please do not hesitate to contact us if you need further information or advice.

Yours sincerely

Sue Manning  
Vice Principal  
Curriculum & Achievement

Selina Burroughs  
Director of Sixth Form