

## Teacher Assessed Grades

Our Lady Queen of Peace Catholic Engineering College has determined grades in accordance with the JCQ guidance<sup>1</sup> and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer to *JCQ Guidance for Students and Parents Summer 2021*<sup>2</sup>, which tells you how you will get your qualifications in summer 2021 and where you can get more information.

## Results

On your 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 day **Thursday 12<sup>th</sup> August 2021** from 9.00am.

## Arrangements for results day

Results will be available for collection between 9.00am and 11.00am on Thursday 12<sup>th</sup> August. You should enter school premises via the back gate and collect your results from the Sports Hall. You should then leave via the Common Room, where a member of staff will ask you about your ongoing plans, i.e. if you intend to go to college or start an apprenticeship etc.

Members of the Senior Leadership Team will be available to speak to if you are concerned or have any questions about your results.

## Concerns about your results

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 Senior Leadership Team and if you still have concerns speak to Mr Hughes for advice.

Further details of the arrangements for appeals are provided below.

## Certificates

Certificates, when received from the awarding organisations, will be issued to you on presentation evening in November for which you will receive an invitation to attend. Alternative arrangements will be made and communicated should COVID restrictions still be in place.

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<sup>1</sup> <https://www.jcq.org.uk/summer-2021-arrangements/>

<sup>2</sup> <https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021/>

## The 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

Our Lady Queen of Peace Catholic Engineering College will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Our Lady Queen of Peace Catholic Engineering College 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 Mr Hughes (Assistant Headteacher) or Ms O'Neill (Exams Officer) to check if an administrative or procedural error has occurred at [exam@olqp.lancs.sch.uk](mailto:exam@olqp.lancs.sch.uk)
- Mr Hughes or Ms O'Neill will email the student 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 1 – centre review* form including electronic signature and date. The form should be saved and returned as an email attachment to Mr Hughes or Ms O'Neill at [exam@olqp.lancs.sch.uk](mailto:exam@olqp.lancs.sch.uk)
- 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 Mr Hughes or Ms O'Neill 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.
- If an administrative or procedural error is found, Mr Hughes or Ms O'Neill 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, 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 Mr Hughes or Ms O'Neill at [exam@olqp.lancs.sch.uk](mailto:exam@olqp.lancs.sch.uk) to proceed with an appeal to the awarding organisation on their behalf.

- To proceed, the student must complete the *Stage 2 – appeal to awarding organisation* section of the form, including electronic signature and date. The form should be saved and returned as an email attachment.
- Mr Hughes or Ms O'Neill 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 email to the student by Mr Hughes or Ms O'Neill as soon as reasonably practical 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

**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