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12<sup>th</sup> July 2021

Dear Year 13 Student

### **A Level Exam Results Day – Tuesday 10<sup>th</sup> August 2021**

We are writing to confirm the arrangements for this year's A Level Results Day.

To avoid large numbers of people arriving at the same time, please collect your results during the time slot below, based on the first letter of your surname. The timings for the day are as follows:

- 8.30a.m.            A to H
- 8.45a.m.            J to Z

Please arrive just before your allotted time and wait outside the Dining Hall. Wait for instructions from the members of staff on duty.

If you are unable to collect your examination results in person on the 10<sup>th</sup> August, we will post these to your home address on the same day. If you wish for someone to collect them on your behalf, they must have a copy of your written permission to collect. You can give your permission by emailing [exams@eastleake-ac.org.uk](mailto:exams@eastleake-ac.org.uk) from your ELA email account. The person collecting your results will need to provide identification. Please note that we are unable to email results.

### **Final Grades and Teacher-Assessment Grades**

On the day that results are issued, you will receive the **final grades** for each of your subjects as issued by the examination boards (awarding bodies). The final grades submitted to the examination boards by the academy in June are currently being moderated to ensure that the process by which the grades were issued, along with the relevant evidence bases used to inform final grades, are in line with East Leake Academy's Centre Policy. This policy is based on Joint Council for Qualifications (JCQ) guidelines. A copy of East Leake Academy's Centre Policy is published on the academy website at:

- <https://www.eastleake-ac.org.uk/students/exam-information/>

This webpage also contains details of the evidence base for all Level 3 qualifications – see the '*Subject Evidence Bases A Level and Level 3 Qualifications*' document at the bottom of the web page.

### **Grading Appeals Process**

If you are unhappy with any of your grades this summer, you are entitled to take A Level examinations in any or all of your subjects in the autumn. To enquire about entering the autumn series, please email:

- [exams@eastleake-ac.org.uk](mailto:exams@eastleake-ac.org.uk)



There is also the option to appeal a grade or several grades on the following grounds:

- Administrative error – you think the school or college has submitted the wrong grade for you,
- Procedural error- you think the school or college did not follow the process correctly,
- Error of academic judgement – you do not think the grade submitted reflects a reasonable judgement on either the evidence that was used, or the grade arrived at.

All appeals will first be administered as a Centre Review. Following the outcome of the Centre Review, students can choose to take forward an appeal to the appropriate exam board(s), which the academy will process on a student's behalf.

Please note that at any stage of the appeals process, a student's grade(s) could **go up or down**. If the appeals process decides that the submitted grade was too high, students **will not be able to keep the higher grade**. We will require students to sign a declaration saying that they understand this before they submit an appeal.

#### Key dates for priority appeals\*

10 August to 16 August 2021	Window for students to request a Centre Review
10 August to 20 August 2021	Centres conduct Centre Review
10 August to 23 August 2021	Centres submit appeals to awarding organisations

*\* 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.*

#### Key dates for non-priority appeals

From Results Day to 3 September 2021	Window for students to request a Centre Review
From Results Day to 10 September 2021	Centres conduct Centre Review
From Results Day to 17 September 2021	Centres submit appeals to awarding organisations

Please see the overview of the appeals process summarised by JCQ at the end of this letter including the form that students need to complete to start the appeals process - (<https://tinyurl.com/vpef8k7w>).

#### Supporting You

Staff will be available during the day of the 10<sup>th</sup> August and can offer support as appropriate. As the process this year is different to previous years, subject staff may not be able to answer questions straight away, so your patience is appreciated. With regard to other support that is available to you; the National Careers Service Exam Results Helpline (<https://www.gov.uk/careers-helpline-for-teenagers>) offers advice each year for students who have not received the results they had hoped for. Ofqual will also make a helpline available to students and their parents or carers to talk about the appeals process and any other questions they may have about their results this summer.

We look forward to seeing you on A Level Results Day on Tuesday 10<sup>th</sup> August.

Yours faithfully,



Mr T. Jackson  
Vice Principal



Mrs D. Browning  
Examination Officer



## Important information for students

### 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.

## Stage one – centre review

### A. Student request

This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

Centre Name	East Leake Academy	Centre Number	28314
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Student Name		Candidate Number	
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Qualification title e.g. AQA GCSE English Language			
Teacher Assessed Grade issued			
Is this a priority appeal?  A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.	<input type="checkbox"/> Yes  <input type="checkbox"/> No	If Yes provide your UCAS personal ID e.g. 123-456-7890	

### Grounds for centre review

Please tick one or both of the options if they apply to your request. If you don't think either apply, your centre will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended.

Administrative Error by the centre e.g. the wrong grade/mark was recorded against an item of evidence	<input type="checkbox"/>	Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	<input type="checkbox"/>
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### Supporting evidence

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. There is a 5,000 character limit.

### Acknowledgement

I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above. In submitting this review, I am aware that:

- The outcome of the review may result in my grade remaining the **same**, being **lowered** or **raised**
- The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded.

Student Name

Student signature

Date

## B. Centre review outcome

This section should be completed by the centre and shared with the student as a record of the outcome of the centre review.

### Centre Review Outcome

Please tick the outcome of the review and then record the original grade and the revised grade if applicable.

Upheld	<input type="checkbox"/>	Not upheld	<input type="checkbox"/>	Partially upheld	<input type="checkbox"/>
Original Teacher Assessed Grade			Revised Teacher Assessed Grade if applicable		

### Information considered by the centre

Please provide a short explanation of the evidence that you have reviewed. There is a 5,000 character limit.

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### Rationale for the outcome of the centre review

Outline the centre's findings from the centre review e.g. procedural or administrative error and if relevant, details of the error. There is a 5,000 character limit.

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### Authorisation and dates of next stages

Please complete the boxes as appropriate. Boxes 1 and 2 **must** be completed in every case. Boxes 3 and 4 need only be completed when requesting a grade change.

1. Date that the decision and rationale was issued to student		2. Date student informed of how to proceed to stage 2 (appeal to awarding organisation)	
3. Confirmation that a senior leader has authorised any grade change		4. Date that grade change is submitted to awarding organisation	

## Stage two – appeal to awarding organisation

This section is to be completed by the student. An awarding organisation appeal must be submitted to the centre and the centre will then submit it to the awarding organisation

### Grounds for appeal

Please tick the grounds upon which you wish to appeal

<b>1. Administrative error by the awarding organisation</b>	<input type="checkbox"/>
<b>2. Procedural issue at the centre</b>	
a. Procedural Error	<input type="checkbox"/>
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances	<input type="checkbox"/>
<b>3. Unreasonable exercise of academic judgement</b>	
a. Selection of evidence	<input type="checkbox"/>
b. Determination of Teacher Assessed Grade	<input type="checkbox"/>

### Evidence to support an appeal

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases you must provide a clear reason but it doesn't have to be lengthy.

#### 1. Administrative error by the awarding organisation

You **must** provide a clear explanation. There is a 5,000 character limit.

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#### 2 (a) Procedural Error

This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above. There is a 5,000 character limit.

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## 2 (b) Issues with access arrangements / reasonable adjustments and/or mitigating circumstances

You **must** provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

## 3 (a) Selection of evidence

You **must** provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

## 3 (b) Determination of the Teacher Assessed Grade

You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit.

## Acknowledgement

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above.

I am aware that:

- The outcome of the appeal may result in my grade remaining the same, being lowered or raised
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from your school/college.

**Student name**

**Student signature**

**Date**