



WESTON FAVELL ACADEMY

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Dear Sixth Form Parent and Student

This letter aims to give more details about the results day plans for our Sixth Form students. Students grades this year will be available for collection on **Tuesday, 10th August 2021** from the main hall from:

- 9am until 11am for Year 13 students and,
- 11am until 12 noon for Year 12 students

We hope that you will be happy with your results and that they will enable you to successfully move onto the next phase in your life. Mrs Mann, Mrs Whelan and key staff will be available to support and provide assistance on results day. If you are planning on coming outside the times mentioned above, please go to reception to collect your results envelope. Any uncollected results envelopes will be posted to the address we hold on our MIS system by 2nd class post at 3pm on results day.

If you have any concerns about your grades, please see a member of the Senior Leadership Team or Mrs Freeland, Examinations Manager, immediately to assist you with the first stage of the appeals process.

Stage 1 Appeal – Centre Review

If a student believes a grade issued is incorrect, they can request a centre review of the evidence used to determine the grade. The centre will perform checks for administrative and/or procedural errors including checks of:

- the correct evidence has been used
- the correct marks have been entered
- the centre applied its procedures and centre policy correctly
- internal quality assurance measures were undertaken
- access arrangements were applied in assessments
- special consideration for mitigating circumstances were used

An appeals form and information sheet will be in your results pack should you wish to request an appeal of one of your results. The full **JCQ – A guide to the appeals processes Summer 2021** series is available on the academy website and includes the necessary forms, should you need additional copies. JCQ have provided a summer 2021 grading timeline which can be accessed here: <https://www.westonfavellacademy.org/attachments/download.asp?file=684&type=pdf>

The result of a centre review will be communicated to you via email as soon as it is complete. This process must be used before requesting a Stage 2 appeal.

Stage 2 – Appeal to the Awarding Exam Board

Should you wish to request a Stage 2 appeal, the form to complete will be sent to you with the outcome of the Stage 1 appeal or can be downloaded from the website. The Stage 2 appeal is made by your centre on your behalf directly to the examining body and asks the exam board to check for some of the following:

- Any exam board administrative errors in their process
- Any procedural errors made by the academy
- Issues with the application of access arrangements by the academy
- Issues with reasonable adjustments and/or special considerations made by the academy
- Checks on the selection of evidence used and if this was what the centre said they would use
- The unreasonable determination of the final grade based on the evidence used

The outcome of a Stage 2 appeal will be communicated via email upon receipt by the academy.

It is important to remember that at both stages of the appeal process, a grade can go up, down or remain unchanged.

If your results prevent you going to your chosen university, please contact Mrs Mann urgently and complete the paperwork to request an urgent review and we will prioritise this and let you know the outcome of the Stage 1 appeal within 5 working days of receipt of your request. We will also let the exam board know that this is a priority appeal should you wish to request a Stage 2 appeal and their timeframes are given in the JCQ document referred to above.

All requests for Stage 1 or 2 appeals must be made using the official JCQ forms only and by our internal deadlines of:

Priority Stage 1 appeal	– 13 th August 2021
Priority Stage 2 appeal	– 20 th August 2021
Stage 1 appeal	– 2 nd September 2021
Stage 2 appeal	– 13 th September 2021

Students also have the option to sit formal exams in the Autumn 2021 although there are limited AS subjects available. A form to request this is available on our website and should be completed and emailed to lfreeland@westonfavellacademy.org by 2nd September 2021.

These are your results but official certificates will be available to collect from the academy by the end of November 2021, more details will follow on the website.

We appreciate that this has been an unsettling time for all students receiving grades this summer and hope this letter provides some clear details about how results will be issued and appeals managed on our students' behalf. If you have any questions or wish to make an appeal following results day, please complete the form and email it to Mrs Murphy on kmurphy@westonfavellacademy.org

We look forward to seeing you on 10th August 2021.

Yours sincerely



Todd Johnson
Principal