

23 June 2021

**Dear Parent/Guardian,**

We are writing to inform you of the results service that Copleston will be providing to our GCSE and A Level students in August 2021. The dates for the GCSE and A level results are as follows:

**10 August:** A/AS Levels and relevant other Level 3 **results day**

**12 August:** GCSE and relevant other Level 2 **results day**

At Copleston, we intend to release the results to our students electronically. Students will be emailed their results to their Copleston email address. Students will need to remember their login and password for their Copleston email address in order to access their results once emailed. A request to reset password will result in a delay in students being able to access results on the results day.

**Year 13 students:**

Upon the release of the A level results Mr Leach will be available in school to provide support for Year 13 students with their next steps on **Tuesday 10 and Wednesday 11 August, 8.00am - 1.00pm**. Students will need to make an appointment to see Mr Leach and they can do this by emailing [6formmail@copleston.suffolk.sch.uk](mailto:6formmail@copleston.suffolk.sch.uk) or by telephoning 01473 277267.

**Year 11 Students:**

A confirmation to indicate if they have met or not met the entry requirements for their chosen courses at Copleston will be sent along with their GCSE results email if the student has applied to Copleston Sixth Form. If a student has not quite met the entry requirements for one or more of their A level subjects, they will be given an appointment time to come into school and meet with Mr Leach to discuss their programme for September.

If a student has met all the entry requirements but would like to make a change to their programme for September, they can do so by contacting [6formmail@copleston.suffolk.sch.uk](mailto:6formmail@copleston.suffolk.sch.uk) or by ringing 01473 277267.

We have written to you in the past outlining our process around Teacher assessed Grades and shared our centre policy with you. Below is a link to the Copleston Centre Policy again:

[Copleston Centre Policy on GCSE and A Level Grades Summer](#)

The Joint Council of Qualifications has now released their appeals guidance Summer 2021 for centres and students. This letter contains important information on the appeals procedure for GCSE and A level grades following receipt of results in August 2021.

Below is a link to the guidance from the Joint Council of Qualifications outlining the process if a student should be unhappy with their results when released in August 2021:

[JCQ Appeals Guidance Summer 2021 for Students](#)

## **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.

There are two stages in the appeals process:

- **Stage 1 – Centre Review**
- **Stage 2 – appeals to the awarding organisation**

### **Stage 1 - Centre Review - 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.

### **Stage 2 - Appeals to the awarding organisation - What will be checked during an awarding organisation appeal?**

You can ask the awarding organisation to check whether the centre made a procedural or administrative 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.

### **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. Students will need to provide their UCAS personal ID (which is the 10-digit code included in all correspondence from UCAS) when completing the appeals form.

### **When do I need to submit my request?**

### 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 reviews
10 August to 23 August 2021	Centres submit appeals to awarding organisations

### Key dates for non-priority appeals

From result day to 3 September 2021	Window for students to request a centre review
From result day to 10 September 2021	Centres conduct centre reviews
From result day to 17 September 2021	Centres submit appeals to awarding organisations

Below is a link to the student request form for centre reviews and appeals to awarding organisations. Students making any appeals should be submitting their appeals using this form.

[Student Request Appeals Proforma](#)

Exam boards will not be taking any appeals directly from students and all appeals should be submitted to the school/centre.

At Copleston, all appeals should be submitted to our exams officer, Mr D Shorten, by emailing [dhsorten@copleston.suffolk.sch.uk](mailto:dhsorten@copleston.suffolk.sch.uk).

We would like to take this opportunity to reiterate that at Copleston we have worked extremely hard to ensure all our students have been given a fair chance to demonstrate their potential through a rigorous teacher Assessed Grades process.

We would like to once again wish our students the very best in their future endeavours post 16 or 18, whatever this may be.

With my very best wishes

Mr A B Green

Principal