

## Tonbridge Grammar School - Information for Candidates

### Summer 2021 Results, Appeals and Certificates

Please Note: Any text highlighted in red on this document can be found on EduLink under the Exams Information section and on the School website under Portal – Examination Support

#### Teacher Assessed Grades

Tonbridge Grammar School has determined grades in accordance with the JCQ guidance<sup>1</sup> so grades this summer were based on Teacher Assessed Grades (TAGs). TAGs were submitted to the exam boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance. These grades were then approved by the relevant exam board, following external quality assurance checks.

To support your understanding, please refer to Ofqual's [Student guide to awarding: 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 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 in August as follows:

Date	Qualification type
12/08/2021	GCSE and other Level 1/2 qualifications

#### Arrangements for results day

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

<sup>2</sup> <https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021>

Time	Student Group	Process overview for GCSE results day only.
9.45 – 10.05	11A and 11T	<ul style="list-style-type: none"> <li>• Arrive and directed to designated external doorway into IBarn ground floor. A, C and D enter via first doorway; F, M and T enter via second doorway.</li> <li>• Collect results from desks (alphabetical grouping) at side of IBarn. LM group tables situated at opposite ends of IBarn. Three desks for both LM groups.</li> <li>• Exit IBarn via rear doors and leave unless they have course queries.</li> <li>• All students to leave site on collection of results unless requesting triage when then must go upstairs to IB2/3</li> <li>• Students unable/not wishing to come into school may access results via Edulink available from 10.45am.</li> </ul>
10.05 – 10.25	11C and 11M	
10.25 – 10.45	11D and 11F	
9.45 - 13.30	TGS Students results collection and Triage in IBarn	

### Concerns about your results

Once you have received your results and you think that a grade is wrong, your first step should be to speak to the Exams Officer, Mrs Sell, or a member of the Senior Leadership Team, on results day for advice. If you are accessing your results remotely, please email [GCSE2021@tgs.kent.sch.uk](mailto:GCSE2021@tgs.kent.sch.uk).

After results day, please email [GCSE2021@tgs.kent.sch.uk](mailto:GCSE2021@tgs.kent.sch.uk). This mailbox will be monitored throughout the holiday. Alternatively, you can speak to a member of staff from 1<sup>st</sup> September 2021.

Further details of the arrangements for appeals are provided below.

### Certificates

Certificates, when received from the awarding organisations, will be issued to you.

## 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 associated with them. (The sources of evidence have already been made available to you via the Evidence Basket report on Edulink and you will be given a copy of the associated marks, in school on GCSE Results Day. Alternatively, you can access them via Edulink from 10.45am on 12<sup>th</sup> August.
- 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

Tonbridge Grammar School will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Tonbridge Grammar School 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 check if an administrative or procedural error has occurred. Please complete the Stage One form [JCQ Student Request Form for Centre Reviews – Stage One](#) (saved in the candidate's name and candidate number) and email it to [GCSE2021@tgs.kent.sch.uk](mailto:GCSE2021@tgs.kent.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 the School will complete section *B. Centre review outcome* of the form and share with the student/candidate a record of the outcome by 10<sup>th</sup> September 2021.
- If an administrative or procedural error is found, the School 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 must complete the *JCQ Student Request Form for Centre Reviews – Stage Two* section of the form, including electronic signature and date. The form should be saved and returned as an email attachment to [GCSE2021@tgs.kent.sch.uk](mailto:GCSE2021@tgs.kent.sch.uk)
- **What does ‘unreasonable’ mean?**
- ‘Unreasonable’ is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence. It also means that the independent reviewers will not remark or grade students’ evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.
- It is important to note that an appeal may result in a grade being lowered, staying the same, or going up. So, if a student puts in an appeal and their grade is lowered, they will receive the lower mark.
- The school 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
- There is no further opportunity to appeal the outcome to the awarding organisation
- The awarding organisation’s appeal outcome letter will be provided to the student by the School after the outcome letter from the awarding organisation is received in the centre
- Should the student 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)
- If the student is still unhappy with their grade, they will have the opportunity to sit their GCSE in the Autumn series, details of which can be found on the school’s portal under Examination Support. The design, content and assessment of these papers will be the same as in a normal year.

**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