

Dear Student/Parent/Carer

### **Results Days and Processes Summer 2021**

Following the government decision to cancel the summer 2021 examination series, we have been determining your grades based upon a range of evidence that has been reviewed and verified by teaching staff, head of faculties and the senior leadership team.

The grades we provided will be reviewed by the exam boards, before they award final grades which will be issued on the following dates:

GCE, Level 3 BTEC and LIBF – 10 August 2021 8:30 to 11:00 am

GCSE and Level 2 BTEC – 12 August 2021 X Side from 8:30 am Y side from 9:00 am

GCSE Year 10 – 12 August from 9:30 am

Although we have worked very hard to ensure you are issued with the correct grades, there will be an appeals system in place if you think there has been a genuine error in assessing or submitting your grade.

There are two stages to the appeals process:

#### **Stage 1 – centre review**

For a Stage 1 appeal you can ask us to review if:

- You think we have made an administrative error, i.e. an incorrect grade has been submitted
- You think we did not apply a procedure correctly i.e. we did not follow our centre policy, did not undertake an internal quality assurance, did not take into account access arrangements or mitigating circumstances, such as illness or bereavement

#### **Stage 2 – appeal to the exam board**

If you still don't think you have the correct grade after the centre review is complete, you can ask us to take your appeal to the exam board, they will review if:

- We have made an unreasonable academic judgement in determining your grade
- We did not apply a procedure correctly i.e. we did not follow our centre policy, did not undertake an internal quality assurance, did not take into account access arrangements or mitigating circumstances, such as illness or bereavement
- They, the exam board, made an administrative error i.e. they changed your grade during the processing of issuing results

At both stages of the process you will need to submit your appeal to us by completing an application form that is available on the school website, giving your consent for us to conduct the appeal or to submit it to the exam board on your behalf. It is important to remember that **your grade can go down, up or stay the same through either stage of the process.**

If you have a place at university that is dependent on your appeal, you should tell your university so they can decide how to handle your offer and you should speak with Mrs Bothwell, Exams Officer so she can prioritise your appeal. You can contact Mrs Bothwell by Email [lbothwell@birchwoodhigh.org.uk](mailto:lbothwell@birchwoodhigh.org.uk)

The timelines for priority and non-priority appeals are as follows:

**10 August to 7 September: priority appeals window (for university applicants only)**

- **10 August to 16 August:** student requests centre review
- **10 August to 20 August:** Birchwood conducts a centre review
- **11 August to 23 August:** Birchwood submits appeal to the exam board

**10 August to end October:** majority of non-priority appeals take place

- **10 August to 3 September:** student requests centre review
- **10 August to 10 September:** Birchwood conducts a centre review
- **11 August to 17 September:** Birchwood submits appeal to the exam board

The school deadline for requesting an appeal is **Friday 3 September 2021**

The exam board's deadline for accepting an appeal request is **Friday 17 September 2021**

You will have the opportunity to take any GCSE or A Level exams during the Autumn Term if you wish to. Entry forms will be available on the school website.

Kind regards

Lee Bothwell (Mrs)  
Exams Officer