

## **Information for Candidates**

As you will be aware, this year's GCSE results have been calculated without students sitting exams. Instead, the marks have been awarded using teacher-assessed grades (TAGs) and below is further information about the process.

### **How will grades be awarded this summer?**

Grades for GCSEs will be based on a process involving teacher assessment against national standards, internal quality assurance, and external quality assurance by the exam boards. The national process defined by the Department for Education and the exams' regulator, Ofqual is as follows:

1. Teachers will assess students against a national standard defined by the exam boards.
2. Departments will submit grades which will be quality assured (checked) by the college. This internal quality assurance process has been signed off by the head of centre to ensure it is rigorous and in line with national standards.
3. The college's results will be quality assured externally by the exam boards and a random sampling of our evidence has been forwarded for verification.
4. If the exam boards are confident in our submitted results, then the exam boards will award students their final grades.
5. If students do not think their results are accurate, they will have the right to appeal.

### **So, do teachers award the grade?**

Simply: no. The grade students achieve will start with their teacher's assessment of their performance across a range of evidence. This is against a nationally defined standard, not the teacher's own opinion. This assessment is then subject to both internal and external quality assurance before the final grade is awarded by the exam body as usual.

### **What about loss of learning/ impact of Covid?**

This year, teachers will only assess students on content they have been taught - because of the continued disruption of the pandemic. This means students will not be disadvantaged if they individually, or the whole class missed some of their studies due to restrictions. Grades are submitted based on the evidence we have of students' performance. Students who would normally have any other form of access arrangements in an exam had the same arrangements in teacher assessments or this was taken into account when awarding the grade.

### **What evidence will be used?**

Teachers are able to draw on a range of assessment evidence from across the students' study of the course. This may include homework tasks, remote activities, mock exams, assessments and papers set by the exam boards. This may include evidence from before the 2nd lockdown as well as evidenced from March to June. There is no requirement for any one type of assessment to be used - it's about performance across a range of evidence.

### **Can students and parents/carers make the case for why students should get a higher grade?**

Teachers have used their professional expertise to assess students on the content they have been taught. Teachers are unable to submit higher grades for students unless they have the evidence that they consistently worked at this level. If teachers submit higher grades without evidence, they're committing exam malpractice.

For the appeals process, information can be found on the LCB *Student Portal/Exams Info/JCQ Processes Summer 2021*.

The link below is a guide by JCQ

<https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf>

The Department for Education has set up an exam results helpline, which can be reached on 0800 100 900 and more information is available at [nationalcareers.service.gov.uk](http://nationalcareers.service.gov.uk).

## Summer 2021 Results, Appeals and Certificates

### Teacher Assessed Grades

Leeds College of Building has determined grades in accordance with the JCQ guidance<sup>1</sup> and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer to a link 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(s) in August as follows:

Date	Qualification type
10/08/2021	GCE (AS, A Levels) and other Level 3 qualifications
12/08/2021	GCSE and other Level 1/2 qualifications

### Arrangements for results day(s)

Results will be ready to be released by 10am. Results will be released to your email address which we hold on your record files. Alternatively, you will be able to access your results by visiting the English and Maths Department. If visiting in person, please bring a valid photo ID (Student ID, Driver License, Passport). Please note that results will not be issued to any third parties including parents, employers, managing agents, etc. Results will not be given over phone.

### Concerns about your results

When you receive your result(s), if you think that a grade is wrong or have concerns regarding your grade, your first step should be to email [qualityunit@lcb.ac.uk](mailto:qualityunit@lcb.ac.uk) with details of your concerns or your query

### Certificates

Certificates, when received from the awarding organisations, will be posted out to your home address. This should be with you by December 2021.

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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>

## 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/grades associated with them
- 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

Leeds College of Building will support its students/candidates through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Leeds College of Building 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/candidate does not consider they have been issued with the correct grade, they can submit a request to the Quality Improvement Unit at [qualityunit@lcb.ac.uk](mailto:qualityunit@lcb.ac.uk) to check if an administrative or procedural error has occurred
- The Quality Improvement Unit will email the student/candidate, a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals* (saved in the candidate's name and candidate number) as an attachment
- On receipt, the student/candidate should, open the attachment, read the important instructions, fully complete *section A. Student request* of the *Stage one – centre review* form including electronic signature and date. The form should be saved and returned as an email attachment to [qualityunit@lcb.ac.uk](mailto:qualityunit@lcb.ac.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 Quality Improvement Unit will complete *section B. Centre review outcome* of the form and share with the student/candidate as a record of the outcome, in sufficient time prior to the relevant appeal to awarding organisation deadline.
- If an administrative or procedural error is found, the Exams Department 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 can submit a request to the Quality

Improvement Unit at [qualityunit@lcb.ac.uk](mailto:qualityunit@lcb.ac.uk) to proceed with an appeal to the awarding organisation on their behalf

- To proceed, the student must, complete the *Stage two – appeal to awarding organisation* section of the form, including electronic signature and date. The form should be saved and returned as an email attachment to the Quality Improvement Unit at [qualityunit@lcb.ac.uk](mailto:qualityunit@lcb.ac.uk).
- Exams Department 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
- The outcome of the appeal may result in the grade remaining the **same**, being **lowered** or **raised**
- There is no further opportunity to appeal the outcome to the awarding organisation.
- The awarding organisation's appeal outcome letter will be provided by email to the student by the Exams Department without delay/as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre
- Should the student still 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)

**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

### Priority appeal<sup>3</sup>

**16 August 2021** – deadline for a student to request a Stage 1 - centre review

**23 August 2021** – deadline for a student to request a Stage 2 – appeal to awarding organisation

### Non-priority appeal

**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

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<sup>3</sup> 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. You will need to provide in the request form(s) your UCAS personal ID code which is included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal. 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.