

Information for Candidates

Summer 2021 Results, Appeals and Certificates

I would like to take this opportunity to thank you for your continued patience and resilience regarding the cancellation of exams and assessments within the 2020-2021 academic year.

Teacher Assessed Grades

Wakefield College has determined grades in accordance with the JCQ guidance¹ and has submitted these grades to the relevant awarding organisations by the required deadline.

To support your understanding, please refer to Ofqual's Student guide to awarding: Summer 2021² which tells you how you will get your qualifications in summer 2021 and where you can get more information. [Ofqual guide to awarding: Summer 2021](#)

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)

You will receive your results via e-mail (to your college e-mail address) from 09:00am onwards on the dates given above. You will also be able to view your results on 'My Student Record' via Moodle from 09:00am.

A Level students' will be contacted separately regarding their results collection for A Level/EPQ and Level 3 Applied Certificate/Diploma qualifications.

Information, Support and Guidance

You can contact the exams team on 01924 789531 or exams@wakefield.ac.uk

You can contact the Careers Team on 01924 789113 (Wakefield), 01924 789482 (Castleford) or on careers@wakefield.ac.uk to discuss course options.

You can contact Course Information on courseinfo@wakefield.ac.uk to see what courses are on offer at Wakefield College.

You can also find Ofqual and JCQ guidance on how qualifications have been awarded in Summer 2021 on the Exams Information section of the College website and on the Summer 2021 Awarding Section on Moodle.

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

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

Concerns about your results

When you receive your results, if you think that a grade is wrong, your first step should be to speak to a member of the Exams Team for advice. appeals@wakefield.ac.uk or 01924 789531.

Further details of the arrangements for appeals are provided below.

The arrangements for appeals – JCQ Awarding Organisation for GCE, GCSE, Extended Project and WJEC Level 3 Applied Certificates and Diplomas.

(For appeals guidance on qualifications not listed above, please contact the Exams team.)

There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation

Wakefield College will support its students through the centre review and awarding organisation appeals process where requested and the correct process has been followed.

The information below describes the arrangements in place at Wakefield College 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 the Exams team at appeals@wakefield.ac.uk to check if an administrative or procedural error has occurred.
- *Requests for appeals must be sent directly to appeals@wakefield.ac.uk, any requests sent directly to tutors or individual staff members will not be processed.*
- The Exams team will email the student, 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 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 appeals@wakefield.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 Wakefield College will complete *section B. Centre review outcome* of the form and share with the student as a record of the outcome, in sufficient time prior to the relevant appeal deadline for awarding organisations.
- Deadlines for submitting Stage 1 appeals can be found below.
- If an administrative or procedural error is found, Wakefield College 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 Exams Office, 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 form*', which they will receive with the outcome of the stage 1 review, including electronic signature and date. The form should be saved and returned as an email attachment to appeals@wakefield.ac.uk
- The Exams team 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 e-mail to the student by the Exams team, as soon as is 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 awarding organisation 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 appeal³

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

19 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.

13 September 2021– deadline for a student to request a Stage 2 – appeal to awarding organisation.

³ 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 are not 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.

Certificates

Certificates for Vocational Qualifications, when received from the awarding organisations, will be issued to candidates in the post. Please ensure that the address that we hold for you is correct.

GCE and GCSE certificates will arrive in centre as usual in November. You will be contacted when these are available for collection.

Autumn Exam and Assessment Opportunities – GCE & GCSE only

It has also been announced that an exam series in the Autumn term will go ahead in order to provide an opportunity to sit an exam, should you be disappointed with any grade achieved this summer. The GCE exam series will take place between 4 to 22 October 2021 and the GCSE English and maths exam series will take place between 1 to 8 November 2021. Further details will be available when more information is released by the awarding organisations.

For further information on results and appeals, please see the links available in the Exams Information section on the Wakefield College website and on the Exam support section of Moodle.

Understanding your result:

General Qualifications

GCE qualifications are graded A* to E & U

GCSE qualifications are graded 9 – 1 & U

Vocational Qualifications

EL1 – Entry Level 1

EL2 – Entry Level 2

EL3 – Entry Level 3

P or PA – Pass

M or ME – Merit

D or DS – Distinction

D* - Distinction*

L1P – Level 1 Pass

L2P/M/D – Level 2 Pass/Merit/Distinction

F or FL – Fail

U - Unclassified