



THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

**Results, Appeals and Certificates
Information for Candidates
Summer 2021**



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Teacher Assessed Grades

The Coopers' Company and Coborn School has determined grades in accordance with the [JCQ guidance](#) 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 2021](#), 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 format as in previous years.

Results will be issued from 08:30 on:

Date	Qualification type
10.08.2021	GCE (A-levels) and other Level 3 qualifications
12.08.2021	GCSE and other Level 1 / 2 qualifications

Arrangements for Results' Day(s)

A-levels - results will be released to students on **Tuesday 10th August 2021** via email from 08:30. In addition, the school site will be open to **students only** to collect hard copies of their Statement of Results from 09:00 – 10:00. Communication notifying students of the arrangements was sent on 28th June to students / parents / carers via Parentmail and emailed to all students – [YR13 results letter](#)

GCSE - results will be released to students on **Thursday 12th August 2021** via email from 08:30. In addition, the school site will be open for **students only** to collect hard copies of their Statement of Results from 08:30 – 10:00. Communication notifying students of the arrangements was sent on 28th June to students / parents / carers via Parentmail and emailed to all students – [YR11 results letter](#)

Due to current Government guidelines and social distancing requirements we will require year 11 students to come to school during the allocated form time (as stated below). Please make sure you abide by the time slot, as we need to ensure safety and wellbeing of all on site.

Form	Arrive	Leave
11.1	08:30	08:50
11.2	08:30	08:50
11.3	08:50	09:10
11.4	08:50	09:10
11.5	09:10	09:30
11.6	09:10	09:30
11.7	09:30	09:50
11.8	09:30	09:50



Before the end of term, students must ensure they can successfully login to their school email address and contact our IT Helpdesk if they require assistance – loginissues@cooperscoborn.org.uk

Concerns about our results

When you receive your results, if you think that a grade is wrong, you will have a right to appeal. There are two stages to the appeals process ([Appendix A – summary infographic](#)):

Stage 1: Centre Review

If you don't think you have been issued with the correct grade, you can appeal to The Coopers' Company and Coborn School, who will review whether we have:-

- Made an administrative error, e.g. submitted an incorrect grade; used an incorrect assessment mark when determining your grade.
- Did not apply a procedure correctly, e.g., not following our [Centre Policy for determining teacher assessed grades – summer 2021](#), did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

To help you decide whether to appeal, you can request from The Coopers' Company and Coborn School the following information on Results' Day, if not before:-

- Centre Policy;
- The sources of evidence used to determine your grade along with any grades / marks associated with them;
- Details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness.

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 The Coopers' Company and Coborn School to appeal to the exam board, who will review whether:-

- The Coopers' Company and Coborn School made an unreasonable exercise of academic judgement¹ in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence;

The Coopers' Company and Coborn School did not apply a procedure correctly, e.g. not following our Centre Policy, did not Assessment Objective 1

- undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness;
- The exam board made an administrative error, e.g. they changed your grade during the processing of grades.

¹ A reasonable judgement is one that is supported by evidence. An exercise of judgement will not be unreasonable simply because a student considers that, an alternative grade should have been awarded, even if the student puts forward supporting evidence. There may be a difference of opinion without there being an unreasonable exercise of judgement. The reviewer will not remark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence.



At both stages of the process you will need to submit your appeal to The Coopers' Company and Coborn School and give your written consent to conduct the appeal or 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.

Appeals process

Priority Appeals – Application procedure and deadlines

Note: Priority appeals are only available where the student has a place at university that is dependent on the appeal outcome.

Students with a concern about a grade they have been awarded who wish to request a centre review, must complete the [Priority Centre Review \(Stage 1\)](#) form. This must be completed as soon as possible after Results' Day but no later than **Friday 13th August 2021**.

The school's Exams Office will forward the Centre Review request to a member of the Senior Leadership team, who will arrange for the review to be completed. The review must be completed by the centre and the outcome sent by email to the student as soon as possible but no later than **Wednesday 18th August 2021**.

Students who, **only after** the Centre Review is complete, still do not think they have the correct grade must complete the [Priority appeal \(Stage 2\)](#). This must be completed as early as possible but, no later than **Thursday 19th August 2021**.

The school's Exams Office will notify the relevant member of the Senior Leadership Team that an Appeal to Exam Board request has been received. The appeal to the awarding body must be submitted by the school **as soon as possible but no later than Monday 23rd August 2021**.

All correspondence will be via the email address you provided in the request form/s.

REMEMBER: grades can go down, up or stay the same through either stage of this process.

Non-Priority Appeals – Application procedure and deadlines

Students with a concern about a grade they have been awarded who wish to request a Centre Review, must complete the [Non-Priority Centre Review \(Stage 1\)](#). This must be completed as soon as possible after Results' Day but no later than **Friday 3rd September 2021**. The student will be sent an email to acknowledge receipt of their request.

The school's Exams Office will forward the Centre Review request to a member of the Senior Leadership team, who will arrange for the review to be completed. The review must be completed by the centre and the outcome sent by email to the student as soon as possible but no later than **Wednesday 8th September 2021**.

Students who, **only after** the Centre Review is complete, still do not think they have the correct grade must complete the [Non-priority appeal \(Stage 2\)](#). This must be completed as



early as possible but, no later than **Monday 13th September 2021**.

The school's Exams Office will notify the relevant member of the Senior Leadership Team that an Appeal to Exam Board request has been received. The appeal to the awarding body must be submitted by the school **as soon as possible but no later than Friday 17th September 2021**.

All correspondence will be via the email address you provided in the Request Form/s.

REMEMBER: grades can go down, up or stay the same through either stage of this process.



Appeal Application Forms

PRIORITY APPEAL APPLICATION FORMS

Priority² appeal is only available where a university place is dependent on the appeal outcome

CLICK ON THE REQUIRED FORM BELOW

[PRIORITY – CENTRE REVIEW \(STAGE 1\)](#)

Application deadline: Friday 13th August 2021

Students who, **only after** the centre review is complete, still do not think they have the correct grade can make an application to appeal to the awarding body.

[PRIORITY APPEAL \(STAGE 2\)](#)

Application deadline: Thursday 19th August 2021

NON-PRIORITY APPEAL APPLICATION FORMS

CLICK ON THE REQUIRED FORM BELOW

Students with a concern about a grade they have been awarded can request a Centre Review

[NON-PRIORITY– CENTRE REVIEW \(STAGE 1\)](#)

Application deadline: Friday 3rd September 2021

Students who, **only after** the centre review is complete, still do not think they have the correct grade can make an application to appeal to the awarding body.

[NON-PRIORITY APPEAL \(STAGE 2\)](#)

Application deadline: Monday 13th September 2021

² 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 results. 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 23rd 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

The provisional statement of results that you will receive on Results' Day is **not** a certificate.

Certificates will be made available to the school from the beginning of December 2021 to allow for all results enquiries to be finalised with the exam boards.

Certificates, when received from the awarding body, will be issued to candidates by post or by collection by the candidate in person. A notice will be placed on the school's website and Facebook notifying when certificates will be available.



APPENDIX A – JCQ Appeals Process summary

