



21st July 2021

Dear Year 12 Students, Parents, Carers and Guardians,

We hope that this letter finds you and your families well. These peculiar times have provided a unique experience to Year 12 and, although we may not have been able to end the year in usual fashion, we are looking forward to welcoming our Year 12 students to Lord Grey Academy for the collection of their results:

**Thursday 12<sup>th</sup> August 2021**  
**09:30am – 12:30pm**  
**Location: Gym (Fire exit at the side of the main hall)**

Due to the current circumstances and spike in Milton Keynes of Covid-19, we will continue to implement some coronavirus restrictions. When students arrive at the front of the school, they will be asked to keep to the left and enter the Gym via the fire exit. Staff will be on hand to manage any queueing as necessary, and to ensure appropriate social distancing. Unless exempt, we request that students wear a face mask upon entering the building. We ask that parents please wait in the front car park and do not come into the school building.

Once students have received their results, senior staff, careers and pastoral staff will be on site to support issues around sixth form admissions, careers support and to provide specific guidance on other aspects of this year's examination procedures. Due to the recent spike in Covid-19 positive cases, other staff and subject teachers will not be on site. Once students have collected their results they will be asked to notify us of their intended destination before exiting.

If a student is not able to attend in person on the day, please email [exams@lordgrey.org.uk](mailto:exams@lordgrey.org.uk) in advance.

Please note that emails must be sent from the Lord Grey Academy email account of the student who is unable to collect their results.

In this email, you will need to let us know if you would like your results emailed as a pdf document or to name and authorise another person to collect results on their behalf, that person must bring a suitable form of identification and they may collect the results envelope from the main Reception.

Please also find attached details with regards to this year's appeals process. We appreciate that this has been, and continues to be, a period of huge uncertainty for you. Please be assured that we will do our very best to support you through this final stage of your journey with us, and all we can to make this transition as smooth as possible. This process is subject to change depending on updated Government guidelines; any such changes will be communicated to Parents/Carers/Guardians via Parentmail and to students via their school email account.

Yours faithfully,

Simon Killen  
*Assistant Vice Principal*



### **What may happen to your grade during the centre review and appeals process?**

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

- Your original grade is lowered, so your final grade will be lower than the original grade you received.
- Your original grade is confirmed, so there is no change to your grade.
- Your original grade is raised, so your final grade will be higher than the original grade you received.

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.

### **What will be checked during a centre review?**

You can ask the centre to check whether it made a procedural error, an administrative error, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation. You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

### **What will be checked during an awarding organisation appeal?**

You can ask the awarding organisation to check whether the centre made a procedural error - or whether the awarding organisation itself made an administrative error. You can also ask the awarding organisation to check whether the academic judgement of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

### **When do I need to submit my request?**

You should submit a request for a centre review by **16 August 2021** for a priority appeal, or by **3 September 2021** for non-priority appeals.

Once you have received the outcome of your centre review if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**.

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.

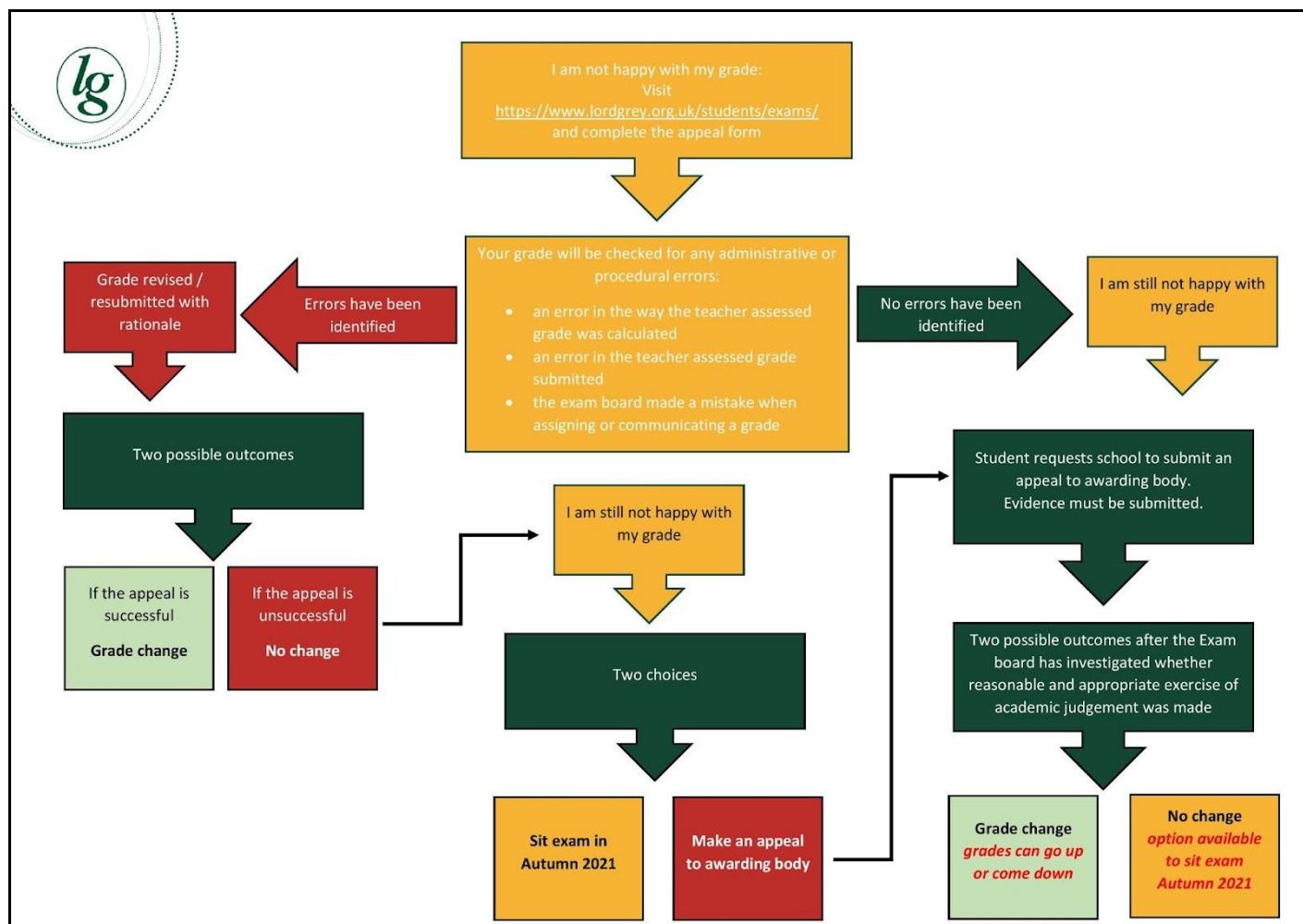
### **What is a priority appeal?**

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.

### **What is your UCAS personal ID and why is it needed?**

Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.

## 2021 Appeals Flowchart



## Autumn 2021 Exams

In most cases students will use the grades they receive in summer 2021 to move onto their next step. There will also be an opportunity for students to sit exams in autumn 2021. These exams will take the form that they would have, had exams taken place in summer 2021 all papers for each subject must be sat, you must therefore be available to come into school and sit each paper which makes up the qualification. Links to the awarding body timetables can be found [here](#).

The deadlines for informing our exams team that you require an entry for these exams is:

GCE – Monday 6<sup>th</sup> September 2021

GCSE – Wednesday 29<sup>th</sup> September 2021

You should email [exams@lordgrey.org.uk](mailto:exams@lordgrey.org.uk), by no later than the date advised above, confirming the qualification subject, tier (if applicable) along with your full name and your candidate number.

Once entries have been made you will receive a timetable to confirm when each paper is to be sat and your seating information.

If you have any questions please email [exams@lordgrey.org.uk](mailto:exams@lordgrey.org.uk)

# Stage one – centre review

**A. Student request** This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended. An editable version can be found at: <https://www.lordgrey.org.uk/students/exams/> and must be sent from a student's school email address.



## Stage one – centre review

### A. Student request

This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

Centre Name		Centre Number	
Student Name		Candidate Number	
Qualification title e.g. AQA GCSE English Language			
Teacher Assessed Grade issued			
Is this a priority appeal?  A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.	<input type="checkbox"/> YES  <input type="checkbox"/> NO	If Yes provide your UCAS personal ID e.g. 123-456-7890	
<b>Grounds for centre review</b> Please tick one or both of the options if they apply to your request. If you don't think either apply, your centre will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended.			
Administrative Error by the centre e.g. the wrong grade/mark was recorded against an item of evidence	<input type="checkbox"/>	Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	<input type="checkbox"/>
<b>Supporting evidence</b> Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. There is a 5,000 character limit.			
<b>Acknowledgement</b> I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above. In submitting this review, I am aware that:			
<ul style="list-style-type: none"> <li>The outcome of the review may result in my grade remaining the <b>same</b>, being <b>lowered</b> or <b>raised</b></li> <li>The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded.</li> </ul>			
Student Name	Student signature	Date	
_____	_____	_____	