



6 August 2021

Dear Sixth Form Parent and Student

## **RE: Appeals 2021**

This letter aims to give more details about the results day plans for our Sixth Form students. Students grades this year will be available for collection on **Tuesday, 10 August 2021** from the netball courts from:

- 9.00am until 11.00am for Year 12/13 and 14 students

We hope that you will be happy with your results and that they will enable you to successfully move onto the next phase in your life. Mrs Oldfield, Miss Langdale, Mrs Hunt and key staff will be available to support and provide assistance on results day.

If you are planning on coming outside the times mentioned above, please go to reception to collect your results envelope. Any uncollected results envelopes will be posted to the address we hold on our MIS system by 2<sup>nd</sup> class post at 3pm on results day.

If you have any concerns about your grades, please see a member of the Senior Leadership Team or Mrs Ranson, Examinations Manager, immediately to assist you with the first stage of the appeals process.

## **Stage 1 Appeal – Centre Review**

If a student believes a grade issued is incorrect, they can request a centre review of the evidence used to determine the grade. The centre will perform checks for administrative and/or procedural errors including checks of:

- the correct evidence has been used
- the correct marks have been entered
- the centre applied its procedures and centre policy correctly
- internal quality assurance measures were undertaken
- access arrangements were applied in assessments
- special consideration for mitigating circumstances were used

An appeals form can be found on our 2021 Results page on our website here - <https://www.skegnessacademy.org/attachments/download.asp?file=694&type=docx> and an information sheet will be in your results pack should you wish to request an appeal of one of your results. The full **JCQ – A guide to the appeals processes Summer 2021** series is available on the academy website here - [download.asp \(skegnessacademy.org\)](https://www.skegnessacademy.org/attachments/download.asp?file=694&type=docx) and includes the necessary forms, should you need additional copies. JCQ have provided a summer 2021 grading timeline which can be accessed on page 4 of the previous link.

The result of a centre review will be communicated to you via email as soon as it is complete. This process must be used before requesting a Stage 2 appeal.

***The Skegness Academy is part of the Greenwood Dale Foundation Trust Group of Academies***

## Stage 2 – Appeal to the Awarding Exam Board

Should you wish to request a Stage 2 appeal, the form to complete will be sent to you with the outcome of the Stage 1 appeal or can be downloaded from the website here - <https://www.skegnessacademy.org/attachments/download.asp?file=695&type=docx>. The Stage 2 appeal is made by your centre on your behalf directly to the examining body and asks the exam board to check for some of the following:

- Any exam board administrative errors in their process
- Any procedural errors made by the academy
- Issues with the application of access arrangements by the academy
- Issues with reasonable adjustments and/or special considerations made by the academy
- Checks on the selection of evidence used and if this was what the centre said they would use
- The unreasonable determination of the final grade based on the evidence used

The outcome of a Stage 2 appeal will be communicated via email upon receipt by the academy.

**It is important to remember that at both stages of the appeal process, a grade can go up, down or remain unchanged.**

If your results prevent you going to your chosen university, please contact Miss Langdale urgently by email on [klangdale@skegnessacademy.org](mailto:klangdale@skegnessacademy.org) or pop and see a member of the team on results day and complete the paperwork to request an urgent review and we will prioritise this and let you know the outcome of the Stage 1 appeal within 5 working days of receipt of your request. We will also let the exam board know that this is a priority appeal should you wish to request a Stage 2 appeal and their timeframes are given in the JCQ document referred to above.

All requests for Stage 1 or 2 appeals must be made using the official JCQ forms only and by our internal deadlines of:

Priority Stage 1 appeal – 13<sup>th</sup> August 2021  
Priority Stage 2 appeal – 20<sup>th</sup> August 2021  
Stage 1 appeal – 2<sup>nd</sup> September 2021  
Stage 2 appeal – 13<sup>th</sup> September 2021

Students also have the option to sit formal exams in the Autumn 2021 although there are limited AS subjects available. To request a re-sit you will need to email [appeals@skegnessacademy.org](mailto:appeals@skegnessacademy.org) with your name and subject(s) you would like to re-sit before 2<sup>nd</sup> September 2021.

These are your results but official certificates will be available to collect from the academy by the end of November 2021, more details will follow on the website.

We appreciate that this has been an unsettling time for all students receiving grades this summer and hope this letter provides some clear details about how results will be issued and appeals managed on our students' behalf. If you have any questions or wish to make an appeal following results day, please complete the form and email it to Mrs Dunn or Mrs Albelda on [appeals@skegnessacademy.org](mailto:appeals@skegnessacademy.org)

We look forward to seeing you on results day.

Yours sincerely

**Kimberley Albelda**  
Principal

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