

King Edward VI College Stourbridge

CENTRE POLICY FOR TEACHER ASSESSED GRADES (TAGS)

A/AS LEVELS AND GCSES

SUMMER 2021



CENTRE 20570

Policy for determining teacher assessed grades: summer 2021

Background

1. On 4 January 2021 the Government announced that it was no longer fair for the summer 2021 examination series for GCSE, A/AS Level, project qualifications and advanced extension award in maths to go ahead due to the COVID-19 pandemic. On 25 February 2021 the Government set out its policy that centres will be submitting students' grades.
2. The Joint Council for Qualifications (JCQ) and the awarding organisations have worked together to prepare guidance and information to support the provision of grades to students this summer. These grades are referred to as **teacher assessed grades** and will be referred to as **TAGs** throughout this document.
3. Every centre is required to create a centre policy that reflects its individual circumstances. This policy has been developed in accordance with JCQ guidance document *JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for summer 2021*
4. We recognise that our students have experienced significant challenges throughout the pandemic. Our teachers have worked tirelessly and with great commitment to minimise disruption to learning and to ensure that our students are as ready as they can be for their next steps.
5. Our teachers have worked with great integrity and in accordance with JCQ guidelines. They will use a range of evidence to assign a grade which broadly reflects the level of performance students have demonstrated through the assessment evidence.
6. The College has adopted this policy and is committed to actively implementing it.

Remley Mann
Principal and Head of Centre

9 April 2021

Centre policy for determining TAGs in summer 2021:

King Edward VI College Stourbridge

Statement of intent

This section outlines the purpose of this document in relation to our centre.

Statement of Intent

This section provides details of the purpose of this document, as appropriate to our centre.

The purpose of this policy is:

- To ensure that teacher assessed grades (TAGs) are determined fairly, consistently, free from bias and effectively within and across subject areas.
- To ensure the operation of effective processes with clear guidelines and support for staff.
- To ensure that all staff involved in the processes clearly understand their roles and responsibilities.
- To support teachers to take evidence-based decisions in line with Joint Council for Qualifications (JCQ) guidance.
- To ensure the consideration of historical centre data in the process and the appropriate decision making in respect of teacher assessed grades.
- To support a high standard of internal quality assurance in the allocation of TAGs.
- To support our centre in meeting its obligations in relation to equality legislation.
- To ensure our centre meets all requirements set out by the Department of Education (DfE), Ofqual, the Joint Council for Qualifications (JCQ) and awarding organisations for summer 2021 qualifications.
- To ensure the process for communicating to candidates and their parents/carers how they will be assessed is clear, in order to give confidence.

Roles and responsibilities

This section of our centre policy outlines the personnel in our centre who have specific roles and responsibilities in the process of determining TAGs this year.

Roles and Responsibilities

Head of Centre

- The Head of Centre, Remley Mann, will be responsible for approving our policy for determining TAGs.
- The Head of Centre has overall responsibility for the College as an examinations centre and will ensure that clear roles and responsibilities of all staff are defined.
- With the Deputy Principal, the Head of Centre will approve the basket of evidence used in each subject area and for each qualification for the formulation of TAGs.
- With the Deputy Principal, the Head of Centre will train curriculum leaders on all processes associated with TAGs.
- Our Head of Centre will confirm that teacher assessed grade decisions represent the academic judgement made by teachers and that the checks in place ensure these align with the guidance on standards provided by awarding organisations.
- Our Head of Centre will ensure a robust internal quality assurance process has been produced and signed-off in advance of results being submitted.
- Our Head of Centre will oversee the appeals process.

Deputy Principal will:

- deputise for the Principal as Head of Centre in case of her absence.
- with the Head of Centre approve the basket of evidence used for the formulation of TAGs.
- with the Head of Centre, train curriculum leaders on all processes associated with TAGs.
- support the Head of Centre in the quality assurance of the final teacher assessed grades.
- support curriculum leaders (CLs) in ensuring all staff conduct assessments under the appropriate levels of control with reference to guidance provided by JCQ.
- oversee the arrangements for the assessments in May 2021 which contribute to the basket of evidence for each subject.

Curriculum leaders (CLs) will:

- support the Head of Centre in the quality assurance of the final teacher assessed grades.
- provide training and support to our other staff.
- ensure an effective approach within and across subject areas.
- ensure all teachers understand sources of unfairness and bias (situations/contexts, difficulty, presentation and format, language, conditions for assessment, marker preconceptions); how to minimise bias in questions and marking and hidden forms of bias); and bias in teacher assessed grades.

- authenticate the preliminary outcome from single teacher subjects.
- be responsible for ensuring staff have a clear understanding of the internal and external quality assurance processes and their role within it.
- ensure all staff conduct assessments under the appropriate levels of control with reference to guidance provided by JCQ.
- ensure teachers have the information required to make accurate and fair judgments.
- ensure that a subject leader checklist is completed for each qualification that they are submitting.

Subject leaders (SLs) will:

- support teaching staff in the formulation and moderation of TAGs.
- ensure an effective approach within their subject areas.
- ensure that all teachers within their subject areas make consistent judgements about student evidence in deriving a grade.
- ensure that a subject leader checklist is completed for each qualification that they are submitting.

Teachers will:

- ensure they conduct assessments under our centre's appropriate levels of control and have sufficient evidence, in line with this centre policy and guidance from the JCQ, to provide teacher assessed grades for each student they have entered for a qualification.
- ensure that the TAGs they assign to each student is a fair, valid and reliable reflection of the assessed evidence available for each student.
- carefully consider sources of unfairness and bias (situations/contexts, difficulty, presentation and format, language, conditions for assessment, marker preconceptions) and how to minimise bias in questions and marking and hidden forms of bias).
- make judgements based on what each student has been taught and what they have been assessed on, as outlined in the section on grading in the main JCQ guidance.
- produce an assessment record for each subject cohort, that includes the nature of the assessment evidence being used, the level of control for assessments considered, and any other evidence that explains the determination of the final teacher assessed grades. Any necessary variations for individual students will also be recorded, including access arrangements/reasonable adjustments as advised by the SENCo.
- securely store and be able to retrieve sufficient evidence to justify their decisions.

SENCo will:

- ensure access arrangements and reasonable adjustments are established in line with JCQ guidance and the Equality Act 2010.
- ensure teachers are aware of access arrangements/reasonable adjustments and understand how to appropriately implement them.

Examinations Manager will:

- be responsible for the administration of our final teacher assessed grades and for managing the post-results services.

Training, support and guidance

This section of our centre policy outlines the training, support and guidance that our centre will provide to those determining teacher assessed grades this year.

Training

- Teachers involved in determining grades in our centre will attend centre-based training to help achieve consistency and fairness to all students.
- Teachers will engage fully with all training and support that has been provided by the JCQ and the awarding organisations.
- Teachers will have access to all relevant documentation, in particular to JCQ guidance, Ofqual guidance and Ofqual's document entitled *Information for centres about making objective judgements*.
- Teachers will attend all subject area moderation and standardisation meetings for May assessments and for final TAG standardisation.
- All CLs will be trained by the Deputy Principal on the use of the TAG spreadsheet, including how to appropriately use historical centre data in the process. CLs will cascade this training to SLs and teachers within their relevant curriculum areas.

Support for newly qualified teachers and teachers less familiar with assessment

- SLs and CLs will provide mentoring from experienced teachers to NQTs and teachers less familiar with assessment.
- We will put in place additional internal reviews of teacher assessed grades for NQTs and other teachers as appropriate.

Use of appropriate evidence

This section of our centre policy indicates how our centre will give due regard to the section in the JCQ guidance entitled: *Guidance on grading for teachers*.

A. Use of evidence

This section gives details in relation to our use of evidence. The exact details will vary by subject. The list of evidence used is available on our website (follow this [link](#)). The following outlines the overall approach and range of evidence used:

- Teachers making judgements will have regard to the *Ofqual Head of Centre guidance* on recommended evidence and further guidance provided by awarding organisations.
- Wherever possible all candidate evidence used to determine TAGs, and associated documentation, will be retained and made available for the purposes of external quality assurance and appeals. In the instances where this is not possible, the mark will be made available. Work completed after March 2021 will be retained. Some work has been stored electronically.
- We will be using student work produced in response to assessment materials provided by our awarding organisation(s), including groups of questions, past papers or similar materials such as practice or sample papers.
- We will use non-exam assessment work (often referred to as NEA or coursework), even if this has not been fully completed.
- We will use student work produced in centre-devised tasks that reflect the specification, that follow the same format as awarding organisation materials, and have been marked in a way that reflects awarding organisation mark schemes.
- We will include assessments taken in May 2021 under timed, formal conditions.
- We will use substantial class or homework (including work that took place during remote learning).
- We will use internal tests taken by students.
- We will use records of a student's capability and performance over the course of study in performance-based subjects: music, drama, dance and PE.
- All evidence used will be produced with individual access arrangements/normal way of working in place. Any work where this has not taken place will be considered appropriately as detailed on page 24 of the JCQ guidance (see 4th bullet point).
- We will not use assessments produced with or under the supervision of private tutors or consider their judgements when formulating TAGs (c.f. Ofqual guidance to Heads of Centre, page 8 footnote under point 2.)

We provide further detail in the following areas:

Additional Assessment Materials

- Individual subject areas may elect to use additional assessment materials to give students the opportunity to show what they know, understand or can do in an area of content that has been taught but not yet assessed.
- Individual subject areas may elect to use additional assessment materials to give students an opportunity to show improvement, for example, to validate or replace an existing piece of evidence. This may be applied in instances where special consideration is appropriate.
- Where subjects elect to use these materials, they will support consistency of judgement between teachers or classes by giving everyone the same task to complete. The formal assessments in May 2021 will also serve this purpose.
- We will combine and/or remove elements of questions where, for example, a multi-part question includes a part which focuses on an element of the specification that has not been taught or was taught during a period of remote education and the subject team deems it not covered in suitable depth.

Our centre will ensure the appropriateness of evidence and balance of evidence in arriving at grades in the following ways:

- We will consider the level of control under which an assessment was completed, for example, whether the evidence was produced under high control and under supervision or at home.
- We will ensure that we are able to authenticate the work as the student's own, especially where that work was not completed within the College.
- We will consider the limitations of assessing a student's performance when using assessments that have been completed more than once, or drafted and redrafted, where this is not a skill being assessed.
- We will consider the specification and assessment objective coverage of the assessment.
- We will consider the amount of evidence available for individual students and we recognise that where there is insufficient evidence available, we may not be able to produce a TAG.
- We will consider the depth and breadth of knowledge, understanding and skills assessed, especially higher order skills within individual assessments.

Determining teacher assessed grades

This section of our centre policy outlines the approach our centre will take to awarding teacher assessed grades.

Awarding teacher assessed grades based on evidence

- Our teachers will determine grades based on evidence which is commensurate with the standard at which a student is performing, i.e., their demonstrated knowledge, understanding and skills across the content of the course they have been taught.
- Our teachers will record how the evidence was used to arrive at a fair and objective grade, which is free from bias.
- Our subject areas will produce an approved **assessment record** for each subject cohort and will share this with all teachers within the subject area. The assessment record will provide a list of the evidence used to formulate the TAG.
- The senior leadership team will approve all assessment records for each subject area to ensure it is in line with JCQ guidance and this policy.
- This assessment record will also suggest a TAG using pre-agreed weighting of evidence. This will not result in a calculated TAG but will allow subject areas, particularly those with many students, to have a consistent approach to the evidence. It will be the starting point for the subject team discussion leading to the formulation of a TAG based on a holistic judgement of evidence.
- Records of special consideration for a specific piece of evidence will be kept and will be available for sampling as part of the external quality assurance or appeals process.
- Any necessary variations for individual students will be detailed within the assessment record and the rationale for the deviation from the cohort explained.
- Any replacement of evidence due to special consideration will be recorded with the reason for the decision.
- Any single person subject areas will complete this process with the CL and counter-signed by the Head of Centre after a process of moderation and standardisation.

Internal quality assurance

This section of our centre policy outlines the approach our centre will take to ensure internal standardisation of teacher assessed grades, to ensure consistency, fairness and objectivity of decisions.

Head of Centre Internal Quality Assurance and Declaration

Internal quality assurance

This section gives details of our approach to internal standardisation, within and across subject areas.

- We will ensure that all teachers involved in deriving teacher assessed grades read and understand this centre policy document.
- In subjects where there is more than one teacher and/or class in the subject area, we will ensure that our centre carries out an internal standardisation process.
- We will ensure that all teachers are provided with training and support to ensure they take a consistent approach to:
 - Arriving at teacher assessed grades
 - Marking of evidence
 - Reaching a holistic grading decision
 - Applying the use of grading support and documentation
- We will conduct internal standardisation across all grades.
- We will ensure that the assessment record will form the basis of internal standardisation and discussions across teachers to agree the awarding of teacher assessed grades.
- Where necessary, we will review and reflect on individual grading decisions to ensure alignment with the standards as outlined by our awarding organisation(s).
- Where appropriate, we will amend individual grade decisions to ensure alignment with the standards as outlined by our awarding organisation(s).
- Where there is only one teacher involved in marking assessments and determining grades, then the output of this activity will be reviewed by the relevant curriculum leader (CL) and the Head of Centre.
- In respect of equality legislation, we will consider the range of evidence for students of different protected characteristics that are included in our internal standardisation.

Comparison of teacher assessed grades to results for previous cohorts

This section of our centre policy outlines the approach we will take to compare our teacher assessed grades in 2021 with results from previous cohorts.

Comparison of TAGs to results for previous cohorts

This section gives details of our internal process to ensure a comparison of teacher assessed grades at qualification level to results for previous cohorts in our centre taking the same qualification.

- We will compile information on the grades awarded to our students in past June series in which exams took place (e.g., 2017 - 2019), where possible. Where data is unavailable, for example, courses recently introduced to the curriculum, we will use a similar course's profile, although we recognise the limitations to this.
- We will consider the size of our cohort from year to year.
- We will consider the stability of our centre's overall grade outcomes from year to year.
- We will consider both subject and centre level variation in our outcomes during the internal quality assurance process.
- We will prepare a succinct narrative on the outcomes of the review against historic data which, in the event of significant divergence from the qualifications-levels profiles attained in previous examined years, which address the reasons for this divergence. This commentary will be available for subsequent review during the QA process.

This section gives details of the approach our centre would follow if our initial teacher assessed grades for a qualification are viewed as overly lenient or harsh compared to results in previous years.

- We will compile historical data giving appropriate regard to prior attainment (where required, we will use the Ofqual guidance to convert legacy grades into the new 9 to 1 scale).
- We will bring together other data sources that will help to sensibility check the grades we intend to award in 2021, for example the use of value-added metrics.
- As part of the final quality assurance process, we will consider the rationale for divergence form historic trends and whether the rationale for this variation is justified, with careful consideration of the cohort's prior attainment and individual students' progress throughout the course.

This section gives details of changes in our cohorts that need to be reflected in our comparisons.

- We will omit subjects that we no longer offer from the historical data, for example German.

Access arrangements and special considerations

This section of our centre policy outlines the approach our centre will take to provide students with appropriate access arrangements and consider mitigating circumstances in particular instances.

Reasonable adjustments and mitigating circumstances (special consideration)

This section gives details of our approach to access arrangements and mitigating circumstances (special consideration).

- Where students have agreed access arrangements or reasonable adjustments (for example a reader or scribe) we will make every effort to ensure that these arrangements are in place when assessments are being taken.
- Where an assessment has taken place without an agreed reasonable adjustment or access arrangement, this will be taken into consideration when evaluating that piece of evidence. Where possible and appropriate, we will endeavour to replace this assessment with an alternative piece of evidence or discount the assessment if it will not disadvantage the student.
- Where exceptional instances of illness or other personal circumstances might have affected performance in assessments used in determining a student's standard of performance, we will take account of this when making judgements.
- Students will be informed as to how they can apply for special consideration. This information is published on our website and available [here](#).
- Students must inform us of any mitigating circumstances before 25 May 2021. We will be unable to apply special consideration after this date.
- We will record, as part of the assessment record, how we have incorporated any necessary variations to take account of the impact of exceptional circumstances, such as exceptional illness or other personal circumstances, on the performance of individual students in assessments. This may include omitting the piece of evidence affected or offering an alternative sitting for replacement evidence.
- Where possible and appropriate we will offer an alternative sitting for any formal assessment scheduled in May 2021. Two alternative dates have been organised for this. If a student is unable to attend either of the two alternative dates, we will consider whether we have enough evidence to submit a TAG without that piece of evidence.
- To ensure consistency in the application of special consideration, we will ensure all teachers have read and understood the document: [JCO – A guide to the special consideration process, with effect from 1 September 2020](#).
- We have written [guidelines](#) for special consideration and published this on our website.
- To ensure all requests for special consideration are treated fairly and recorded consistently, we will refer all requests to the Head of Centre who will liaise as appropriate with the Assistant Principal (Student Support) to make a judgement; this information will be shared with the relevant teachers.

Addressing disruption/differential lost learning (DLL)

B. Addressing disruption/differentiated lost learning (DLL)

This section gives details of our approach to address disruption or differentiated lost teaching.

- Teacher assessed grades will be determined based on evidence of the content that has been taught and assessed for each student.

Objectivity

This section of our centre policy outlines the arrangements in place to ensure objectivity of decisions.

Objectivity

This section gives a summary of the arrangements in place within our centre in relation to objectivity.

1. Staff will fulfil their duties and responsibilities in relation to relevant equality and disability legislation.
 - All teachers will have read and understood the Ofqual guidance document *Information for centres about making objective judgements*.
 - All major evidence collected after 24 March will be, where possible, kept for further scrutiny and standardised.
 - All May assessments will be marked without student identification on the scripts.
2. The Head of Centre, senior leaders, curriculum leaders, and subject leaders will consider:
 - sources of unfairness and bias (situations/contexts, difficulty, presentation and format, language, conditions for assessment, marker preconceptions);
 - how to minimise bias in questions and marking and hidden forms of bias); and
 - bias in teacher assessed grades.
3. To ensure objectivity, all staff involved in determining teacher assessed grades will be made aware that:
 - unconscious bias can skew judgements;
 - the evidence presented should be valued for its own merit as an indication of performance and attainment;
 - teacher assessed grades should not be influenced by candidates' positive or challenging personal circumstances, character, behaviour, appearance, socio-economic background, or protected characteristics;
 - unconscious bias is more likely to occur when quick opinions are formed.
4. Our internal standardisation process will help to ensure that there are different perspectives to the quality assurance process.

Recording decisions and retention of evidence and data

This section of our centre policy outlines our arrangements to recording decisions and to retaining evidence and data.

C. Recording decisions and retention of evidence and data

- We will ensure that teachers and subject leaders maintain records that show how the teacher assessed grades process operated, including the rationale for decisions in relation to individual marks/grades.
- We will ensure that evidence is maintained across a variety of tasks to develop a holistic view of each student's demonstrated knowledge, understanding and skills in the areas of content taught.
- We will put in place recording requirements for the various stages of the process to ensure the accurate and secure retention of the evidence used to make decisions.
- We will comply with our obligations regarding data protection legislation.
- We will ensure that the grades accurately reflect the evidence submitted.
- We will ensure that evidence is retained electronically or on paper in a secure centre-based system that can be readily shared with our awarding organisation(s).

Authenticating evidence

This section of our centre policy details the mechanisms in place to ensure that teachers are confident in the authenticity of evidence, and the process for dealing with cases where evidence is not thought to be authentic.

D. Authenticating evidence

- Robust mechanisms, which will include collecting evidence in formal, assessment conditions or via remote invigilation will be in place to ensure that, as far as possible, teachers are confident that work used as evidence is the students' own and that no inappropriate levels of support have been given to students to complete it, either within the centre or with external tutors.
- We will use a range of methods to authenticate student work as their own: standardisation of marked work, comparing student work, checking work for unfamiliar words and grammar, a change in the quality of work produced, identification of unreferenced familiar text or using plagiarism detection software where applicable.
- It is understood that awarding organisations will investigate instances where it appears evidence is not authentic. We will follow all guidance provided by awarding organisations to support these determinations of authenticity.

Confidentiality, malpractice and conflicts of interest

Confidentiality

This section of our centre policy outlines the measures in place to ensure the confidentiality of the grades our centre determines, and to make students aware of the range of evidence on which those grades will be based.

A. Confidentiality

- All staff involved have been made aware of the need to maintain the confidentiality of teacher assessed grades.
- All teaching staff have been briefed on the requirement to share details of the range of evidence on which students' grades will be based, while ensuring that details of the final grades remain confidential.
- Relevant details from this policy, including requirements around sharing details of evidence and the confidentiality requirements, have been shared with parents/guardians, including ensuring that relevant JCQ, Ofqual and centre guidance is available to them on our website ([here](#)) and that they are informed of this.

Malpractice

This section of our centre policy outlines the measures in place to prevent malpractice and other breaches of exam regulations, and to deal with such cases if they occur. Where that proves impossible, to handle cases in accordance with awarding organisation requirements.

B. Malpractice

- Our general centre policies regarding malpractice, maladministration and conflicts of interest have been reviewed to ensure they address the specific challenges of delivery in summer 2021.
- All staff involved have been made aware of these policies and have received training in them as necessary.
- All staff involved have been made aware of the specific types of malpractice which may affect the summer 2021 series including:
 - breaches of internal security;
 - deception;

- improper assistance to students;
 - failure to appropriately authenticate a student's work;
 - over direction of students in preparation for common assessments;
 - allegations that centres submit grades not supported by evidence that they know to be inaccurate;
 - centres enter students who were not originally intending to certificate a grade in the summer 2021 series;
 - failure to engage as requested with awarding organisations during the external quality assurance and appeal stages; and
 - failure to keep appropriate records of decisions made and teacher assessed grades.
- The consequences of malpractice or maladministration as published in the JCQ guidance: [JCQ Suspected Malpractice: Policies and Procedures](#) and including the risk of a delay to students receiving their grades, up to, and including, removal of centre status have been outlined to all relevant staff.

Conflicts of Interest

This section of our centre policy outlines the measures in place to address potential conflicts of interest and how we will respond to such allegations.

C. Conflicts of Interest

- To protect the integrity of assessments, all staff involved in the determination of grades must declare any conflict of interest such as relationships with students to our Head of Centre for further consideration.
- Our Head of Centre will take appropriate action to manage any conflicts of interest arising with centre staff in accordance with the JCQ documents - [General Regulations for Approved Centres, 1 September 2020 to 31 August 2021](#). [General Regulations for Approved Centres, 1 September 2020 to 31 August 2021](#). This will include, but not be limited to, removing teachers authority to determine evidence used and having alternative teachers mark and moderate the evidence.
- We will also carefully consider the need to separate duties and personnel to ensure fairness in later process reviews and appeals.

Private candidates

This section of our centre policy outlines our approach to working with private candidates to arrive at appropriate grades.

A. Private Candidates

- Our arrangements for assessing private candidates to arrive at appropriate grades are very similar to the approaches utilised for internal candidates.
- All private candidates are students for whom we have previously awarded centre assessed grades in the summer 2020 series. We will use this grade and additional associated evidence to arrive at a TAG.
- Where it has been necessary to utilise different approaches, the **JCQ Guidance on Private Candidates** has been followed and any divergences from our approach for internal candidates have been recorded on the appropriate class/student documentation.
- In undertaking the review of cohort grades in conjunction with our centre results profiles from previous examined years, the grades determined by our centre for private candidates have been excluded from our analysis.

External Quality Assurance

This section of our centre policy outlines the arrangements in place to comply with awarding organisation arrangements for external quality assurance of teacher assessed grades in a timely and effective way.

A. External Quality Assurance

- For the purposes of external quality assurance sampling, relevant staff can be made available to respond to enquiries.
- All staff involved have been made aware of the awarding organisation requirements for external quality assurance as set out in the **JCQ Guidance**.
- All necessary records of decision-making in relation to determining grades have been properly kept and can be made available for review as required.
- All student evidence on which decisions regarding the determination of grades has been retained, where possible, and can be made available for review as required.
- Instances where student evidence used to decide teacher assessed grades is not available, for example where the material has previously been returned to students and cannot now be retrieved, will be clearly recorded on the appropriate documentation.

- All staff involved have been briefed on the possibility of interaction with awarding organisations during the different stages of the external quality assurance process and can respond promptly and fully to enquiries, including attendance at virtual visits should this prove necessary.
- Arrangements are in place to respond fully and promptly to any additional requirements/reviews that may be identified because of the external quality assurance process.
- Staff have been made aware that a failure to respond fully and effectively to such additional requirements may result in further action by the awarding organisations, including the withholding of results.

Results

This section of our centre policy outlines our approach to the receipt and issue of results to students and the provision of necessary advice and guidance.

A. Results

- All staff involved have been made aware of the specific arrangements for the issue of results in summer 2021, including the issuing of A/AS and GCSE results in the same week.
- Arrangements will be made to ensure the necessary staffing, including exams office and support staff, to enable the efficient receipt and release of results to our students.
- Arrangements will be in place for the provision of all necessary advice, guidance and support, including pastoral support, to students on receipt of their results.
- Such guidance will include advice on the appeals process in place in 2021 (see below).
- Appropriate staff will be available to respond promptly to any requests for information from awarding organisations, for example regarding missing or incomplete results, to enable such issues to be swiftly resolved.
- Parents/guardians have been made aware of arrangements for results days.

Appeals

This section of our centre policy outlines our approach to appeals, including centre reviews, and subsequent appeals to awarding organisations, to ensure that they are handled swiftly and effectively, and in line with JCQ requirements.

A. Appeals

- All staff involved have been made aware of the arrangements for, and the requirements of, appeals in summer 2021, as set out in the **JCQ Guidance**.
- Internal arrangements will be in place for the swift and effective handling of centre reviews in compliance with the requirements.
- All necessary staff have been briefed on the process for, and timing of, such reviews, and will be available to ensure their prompt and efficient handling.
- Students have been appropriately guided as to the necessary stages of appeal. This information is published on our website ([here](#)).
- Arrangements will be in place for the timely submission of appeals to awarding organisations, including any priority appeals, for example those on which university places depend.
- Arrangements will be in place to obtain the written consent of students to the initiation of appeals, and to record their awareness that grades may go down as well as up on appeal.
- Appropriate information on the appeals process will be provided to parents/guardians.