



Principal: Dr Katharine Vincent

Tuesday 6th July 2021

Dear Parents/Carers,

Please find below information regarding the collection of qualification results this summer at Mulberry UTC.

Year 13

Year 13 students will collect their results at 9am on Tuesday 10th August. Students awaiting results for GCSE Maths and English resit results will be able to collect these on Thursday 12th August between 9am and 11am.

Year 11 and Year 12 Level 2

Year 11 and Year 12 Level 2 students will collect their results at 9am on Thursday 12th August. Students who are staying at Mulberry UTC for Sixth Form will be able to complete enrolment at the same time.

Please note:

- Students must collect their results in person and results will not be given to another family member.
- Any results which are not collected on the day will be posted home.
- During this time, the school will continue to follow health and safety measures designed to protect students and staff from the risk of infection.
- Teachers will be available on results days to provide advice and support to any students who are still unsure of their next steps.
- Students must return any UTC textbooks, laptops or other items before collecting their results.
- Students may empty any belongings from their lockers after they have collected their results.
- The results which are given out on these results days will not be students' official certificates. Information regarding the collection of certificates will be sent to students and parents at the start of the next academic year.

Year 12 Level 3 students who are continuing at Mulberry UTC should not attend these results days. They will collect GCSE Maths and English resit results when they return to school in September.

For information about the process for appealing your grades, please see the 'Information for Candidates' attached to this letter

Yours sincerely,

S Brian

Ms S Brian
Senior Vice Principal

Information for Candidates

Summer 2021 Results, Appeals and Certificates

Teacher Assessed Grades

Mulberry UTC has determined grades in accordance with the JCQ guidance¹ and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer to:

<http://mulberryutc.org/our-policies/>

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

These documents tell 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 way as in previous years.

Results will be issued on results days 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 days

- For Y13 students the UTC will be open on Tuesday 10th August between 9am and 11am for students to collect their examination results. Students awaiting results for GCSE Maths and English resit examinations will be able to collect these on Thursday 12th August between 9am and 11am.
- For Y11 and Y12 Level 2 students the UTC will be open on Thursday 12th August between 9am and 11am for students to collect their examination results. Students will be able to complete enrolment for Level 3 courses at the UTC Sixth Form immediately after collecting their results.

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 the exams officer or a member of the senior leadership team for advice.

Further details of the arrangements for appeals are provided below.

Certificates

Certificates, when received from the awarding organisations, will be issued to you. Information regarding the collection of certificates will be sent out to students and parents at the start of the next academic year.

The arrangements for appeals

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

Section 5.4 of JCQ Appeals Guidance Summer 2021 (A guide to appeals processes – Summer 2021) states:

To decide whether to request a review, students will need access to certain information before results day, or on results day, if it has not already been made available to them. This must include:

- a. the centre policy
- b. the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
- c. details of any variations in evidence used based on disruption to what that student was taught
- d. details of any special circumstances that have been considered in determining their grade, e.g. access arrangements/reasonable adjustments or mitigating circumstances such as illness

There are two stages to the appeals process:

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

Mulberry UTC will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Mulberry UTC 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 Mulberry UTC to check if an administrative or procedural error has occurred
- Mulberry UTC will email the student, a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals*
- 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
- 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 Mulberry UTC 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 to awarding organisation deadline
- If an administrative or procedural error is found, Mulberry UTC 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 Mulberry UTC 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* section of the form, including electronic signature and date. The form should be saved and returned as an email attachment
- Mulberry UTC 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 email to the student by Mulberry UTC as soon as 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 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 appeal²

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

23 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

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

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 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 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.