

July 2021

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Devizes School
& Sixth Form College

Raising aspirations, building futures

POST RESULTS SERVICES

Dear Students and Parents

I am writing to provide you important information regarding examination results queries.

Support during examination result days

As we will not be available in school for face to face support we will be offering support and guidance on results days remotely. Please email exams@devizes.wilts.sch.uk

Queries with Results

If you think that there is a mistake made and one of your grades is wrong then there are three steps to follow.

1. Access to assessment information (SAR)

Following publication of results, students are able to request the assessment information that was used to determine the overall grade. If you wish to request this then please submit a Subject Access Request (SAR) by clicking on the Exam SAR button at the top of the school website. Please make it clear which subject you are requesting information for in your request. Reviews must be sent in by students using their school email addresses; any request using a personal email account will be rejected. Students' school email accounts remain active for this purpose.

Please note: SARs made by parents will also be rejected, students must request access to their own personal data. This step should be completed before requesting an appeal.

We will prioritise SARs for potential priority appeals (these will be those for which University places are dependent). All other SARs will be processed as quickly as possible but may not be completed until the start of the new school term in September. If your request is linked to a grade that is required for access to a first-choice university place you should indicate this by writing High Priority in your request for SAR. *Please submit any SAR linked to priority appeals as soon as possible after receipt of results and no later than midday on Monday 16th August. Any SAR linked to non-priority appeals should be made no later than midday on Wednesday 1st September.*

Please also note that the SAR will show the assessment information that was used to determine the exam result. The grade is determined based upon these assessments and use of exam board grade descriptors to arrive at a best fit judgement and therefore in some cases the assessment information may not correlate with the overall grade awarded. If on receipt of the SAR you feel a mistake has been made then you need to consider making an appeal.

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2. Appeals Process

Appeals are divided into two categories; priority appeals are those for students applying to higher education who did not attain their offer for first choice. All other appeals are classed as non-priority appeals.

What should I do before appealing?

Students must read [JCQ GUIDANCE TO STUDENTS AND PARENTS](#) before appealing, which will be available on the JCQ website by results days.

Stage 1 appeal

This is a centre review. The school will check that there has not been an administrative or procedural error. This should only be requested after you have already requested the assessment information used to determine grades via an SAR (see above). We will inform you of the outcome of this review and what to do next if you wish to proceed to a stage 2 appeal.

Stage 2 appeal

This is the awarding body appeal. A stage 1 appeal must be completed before the school can submit a stage two appeal to the awarding exam board. Stage 2 appeals must be submitted by the school. The awarding body will review the assessment evidence submitted for a grade and consider if this is a reasonable exercise of academic judgement.

How do I make an appeal?

Following results days, students should fill in the first section of the JCQ form [HERE](#) and send it to exams@devizes.wilts.sch.uk before the deadlines.

What are the deadlines for appeals?

There is a different timeline for appeals depending upon their priority:

	Priority	Non- priority
Window for students to request a centre review (stage 1 Appeal)	Tuesday 10 th August- Wednesday 18 th August (noon)	Tuesday 10 th August – Monday 6 th September (noon)
Window for students to request awarding body review (stage 2 Appeal)	Tuesday 10 th August- Friday 20 th August (noon)	Tuesday 10 th August- Monday 13 th September (noon)

What will be the outcome of an appeal?

At either stage of the appeals process, a student's grade may go up, stay the same or go down. When placing an appeal, the student will have to sign a declaration saying that they accept the fact that their grade may go down and they may get a lower grade than their original grade.

Finally, we hope that you get the results you want and wish you all the best in the future.

Kind Regards



Mr D Fiddament
Vice Principal