



Lister Community School
St Mary's Rd, Plaistow, London, E13 9AE

Mr Anthony Wilson, Headteacher
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14th July 2021

Dear Student,

RE: Summer Results 2021

As a follow up to our correspondence in May, we would like to remind you of the arrangements for results day.

Due to building works onsite and to prevent the spread of covid by limiting the number of people on site, GCSE results will be sent to your school email address on **Thursday 12th August** from **8.30 am**. Please note, the school will not be accessible to visitors due to the ongoing construction.

If you have queries about your grade(s) you can email exams@lister.newham.sch.uk.

You will have an opportunity to resit exam(s) in the autumn series. Further guidance will be issued by the awarding body once confirmed.

JCQ states that any student may submit a request for a centre review on the grounds that the centre has:

- Failed to follow its procedures properly or consistently in arriving at that result or
- Made an administrative error in relation to the result.

A brief description of the two stages of the appeals process are:

Stage 1 - Centre review

If you consider the grade issued to be incorrect, then you can submit a request to the school to carry out a centre review. This process is determined to check if an administrative or procedural error has occurred. You will need to complete a google form and upload a signed JCQ form that gives your consent for this to take place. The form must be submitted to the exams officer by **3rd September 2021 12.30pm**. The outcome of the centre review may result in your grade remaining the same, being lowered or raised. We will notify you of the outcome of the centre review. If an administrative or procedural error is found, then the school will submit a request for the awarding body to amend the error without the need to submit an appeal and reach stage 2 of the appeals process.

To request for a Stage 1 appeal, please complete the form from this [link](#).

Stage 2 - Appeal to the awarding body

Stage 2 can only be submitted if the first stage, centre review has been completed. The school can submit an appeal to the awarding body on your behalf if after stage 1 you believe the following applies:

- the school did not follow its procedure properly or consistently in arriving at the result, or during the centre review
- the awarding organisation made an administrative error in relation to the result

- the school made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of that grade from the evidence.

Another signed form is needed before a submission can be made and the reason for the appeal may be needed. Signed forms will need to be submitted to the exams officer by **17th September 2021 12.30 pm**. The awarding body will then decide whether the appeal will be accepted for evaluation or not. Your grade may remain the same, be lowered or raised. A letter will be provided with the outcome by the awarding body.

If you are still concerned that your grade is incorrect you may be able to apply for a procedural review to the Exam Procedure Review Service (EPRS).

Enclosed are two Q&A documents that may address queries that you or your parent/carer may have to the summer grading and appeals process for August.

Lastly, certificates will be issued at a later date and communication will be sent out regarding the collection of these.

We look forward to seeing you on results day and wish you every success for your future endeavours.

Yours sincerely,



Kunal Vora
Deputy Headteacher