

Good Morning,

I hope this email finds you well and you are enjoying the summer break after what has been a challenging academic year for you.

Ahead of next week's results days I would like to remind you of how you will receive your results, and what to do if you are concerned that an error has occurred with the process and procedure.

**You will receive your results by email on the day of release. For Level 3 programmes this is the 10th August, and for Level 2 programmes this is the 12th August.**

Instructions on what to do if there is a problem are set out below and you can find some additional information on how we approached the grading can be found in italics at the end if you would like to know.

Please note, you are only able to challenge your result if you think there may have been an error in it's processing or administration and not if you do not agree with the grade itself. This is the rule nationally – not just for the College.

In the unlikely event you believe that an administration or procedural error has occurred you are entitled to make a Centre Review request, this is the first stage of the appeals process. I'd like to remind you that this process will not reassess your grade but will check that there has not been an administration error or error with the procedure we have followed. Our Review Board includes a member of the Senior Leadership Team, your Curriculum Manager, and your Curriculum Team Leader and/or Tutor.

The Board will cross check your request against the process and procedure and will determine if an administration or procedural error has occurred.

- A procedural error means that we have not followed the steps (process) set out by JCQ and in our Centre Policy.
- An administrative error means that we have we made an error in recording your grade or when submitting your grade to the awarding organisation (exam board).

**If you wish to make an appeal, please complete the form attached and email it to [appeals@bathcollege.ac.uk](mailto:appeals@bathcollege.ac.uk) and we will process this as swiftly as possible. This inbox is monitored regularly, and we aim to process your review request within two working days.**

Stage 1 Appeal	The first stage of the appeals process is a Centre Review, we will investigate your concerns and identify if a procedural or administrative error has occurred.
Stage 2 Appeal	The second stage of the appeals process would be used if the College believe no error has occurred, but the learner still thinks an error has been made. The learner would request that the College makes a stage 2 appeal to the Awarding Organisation (AO, this is your

	exam board) on your behalf. You are not able to make a stage 2 request until the stage 1 Centre Review has been completed.
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**There is a deadline for you to make your appeal:**

**If you are a UCAS applicant you should submit your request as soon as possible, but no later than the 16th August 2021.**

**If you are not a UCAS applicant we ask that you submit your request for a review as soon as possible, but no later than the 8th September 2021. We would classify your appeal as non-priority but please don't think this means we don't recognise how important the review is for you, we do and will process this as soon as is practically possible.**

We'll be publishing this information on our website ahead of the results days so please do check here first if you would like to clarify any details. Your teaching team have made sure there will be someone available to answer any queries or questions you have on results day so don't hesitate to get in touch.

To review please see the key deadlines below, we will be unable to accept a request after the dates listed:

Type of Appeal	Priority (UCAS Applicants)	Non-priority (Non-UCAS Applicants)
Stage 1 Appeal	16 <sup>th</sup> August 2021	8 <sup>th</sup> September 2021
Stage 2 Appeal	19 <sup>th</sup> August 2021	13 <sup>th</sup> September 2021

*We've had a busy summer ensuring that the grades being awarded in the summer 2021 series are accurate and valid.*

- *As you know from my previous correspondence we have approached the teacher assessed grades with a focus on quality and moderation, ensuring that we follow the guidance and expectations of the Department for Education and JCQ.*
- *We've put lots of steps in place to check, check and check again, that the grade we have submitted accurately reflects our ProPortal records, is an accurate reflection of your achievement and the evidence base is sound.*
- *Not only is the grade moderated by your other teachers, but we have added several other checkpoints to make sure there has not been an administrative error and that the grade claimed is the grade your teachers have agreed, and that the full procedure has been followed accurately.*
- *In addition to these checkpoints internally at the college your exam board has undertaken external moderation sampling across all types of programmes, this has looked at a range of components including the evidence base used, overall grades claimed and general process and procedure.*

Good luck to those of you moving on, and I look forward to welcoming you back if you are returning to the College for 2021/22. We are really looking forward to seeing you.

Regards  
Kate