

# Post-Results Services - Pupil Instructions

## READ CAREFULLY

**How The Post-Results Service Works** - There are **two stages**.

### **Stage 1 is a Centre Review**

You must submit a request to school for a Centre Review as the first stage in the Post-Results Service.

In order to do this you must complete the **Stage 1 - Centre Review section** of the CCEA Post-Results Submission Form **or** JCQ Post-Results Submission Form on the school website. These forms can be found under **Parental Information-Policies/Documents-Post Results 2021**.

## **Post-Results 2021**

[CCEA Post-Results Submission Form](#)

[JCQ Post-Results Submission Form](#)

Note, the only subjects which require the **JCQ version** of the form are **AS/A2 Psychology, AS/A2 Drama, GCSE Computer Science and GCSE Economics**.

A form must be completed for **each grade** that you are requesting a review of and emailed to [postresults@banbridgeacademy.org.uk](mailto:postresults@banbridgeacademy.org.uk). **Forms will not be accepted at the school office or via any other means.** Pupils in Years 12 and 13 should use their school email address, **however pupils in Year 14 should NOT use their school email address as it will be discontinued before the end of August.** Year 14 pupils should use a suitable personal email address, as was the case with UCAS applications. **The email address used to submit the Centre Review will be the address which the school will communicate with you through, regarding post-results services.**

Banbridge Academy **must** complete the review if you request it. You may request a Centre Review because you believe:

1. The school made an **administrative error** in determining your grade. For example, an incorrect grade was submitted, or an incorrect assessment mark was used when determining your grade.
2. The school or college did not follow the **procedure**. For example, we did not complete quality assurance in line with the CDG policy, we did not provide you with reasonable adjustments or access arrangements for an assessment when you were entitled to them, or we did not take account of special consideration.

Once Banbridge Academy has completed the Centre Review, we will let you know the outcome via the email address you used to submit the Centre Review.

**Please note, your grade may go up, go down or stay the same.**

If you wish to request an appeal based on **unreasonable academic judgement**, you must still go through Stage 1: Centre Review first. **Please do not complete the Stage 2: Appeal to Awarding**

**Organisation section of the submission form until the outcome from Stage 1 has been communicated back to you.**

**Stage 2 is an Appeal to the Awarding Organisation (AO).**

**If you are unhappy with the outcome of the Centre Review**, or you wish to request an appeal based on unreasonable academic judgement, your next option is Stage 2: Appeal to AO.

A Stage 2 appeal can only be submitted to the AO by your school or college **after the completion of a Stage 1: Centre Review**. If you submit a request for a Stage 2: Appeal to AO, your school or college must submit this on your behalf. To do this, you will need to complete the second part of the Post-Results Submission Form, which will have been returned to you via email with the outcome of the Centre Review, describing why you are requesting an appeal – Banbridge Academy can support you in this and will submit the request to the AO on your behalf.

You may request an Appeal to CCEA AO because you believe:

1. The school made an **administrative error** in determining your grade, which was not fixed through a Centre Review.
2. The school **did not follow the procedure**, as you described at the Centre Review stage or in completing the Centre Review.
3. **CCEA AO made an administrative error**. For example, the grade was incorrectly changed by CCEA during the processing and issuing of grades.
4. An **unreasonable academic judgement** was made by the school in determining your grade:
  - by **selecting evidence that was not included in the CDG policy**;
  - and/or by **assessing your evidence unreasonably** in determining your grade.

The AO will manage this process and the school will let you know the outcome via the email address you used to submit the Centre Review.

***Please note, your grade may go up, go down or stay the same.***

**What are the deadlines?**

### **Priority Appeals**

A priority appeal is for students whose **higher education place is pending** on the outcome of an appeal. You should inform your preferred higher education provider that you have requested a Centre Review or Appeal to the AO

**You must submit a priority appeal by 11 August.**

### **Non-Priority Appeals**

If you are not relying on the outcome of an appeal to be accepted by a higher education provider, you can submit a non-priority appeal.

**You must submit a non-priority appeal by 3 September.**

**The school's full Post-Results Service Policy is on the school website under Parental Information-Policies/Documents-Post-Results 2021.**