



## Summer 2021 Results, UCAS and Certificates

Dear Student & Parents/Carers,

Please read through the following letter carefully as it includes information for GCE results day and further information that you may find useful.

### Teacher Assessed Grades

Bourne End Academy has determined grades in accordance with the JCQ guidance and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer to [Student guide to awarding: summer 2021](#)

### 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       | Time             | Qualification type                                          |
|------------|------------------|-------------------------------------------------------------|
| 10/08/2021 | 8.30am – 11.00am | GCE (AS, A Levels) and other Level 3 qualifications (BTECs) |
| 12/08/2021 | 8.30am – 11.00am | GCSE and other Level 1/2 qualifications (BTECs)             |

### Arrangements for results day

Students should come into and exit the school via the playground. We will be running a one-way system, please enter the hall via the first door by the PE entrance sign posted 'IN'. Please do not enter via the canteen. There will be hand sanitiser available on entry and exit to the hall, which we advise you to use.

In the Hall examination results will be on tables, in alphabetical order. Students must sign for their results and will then be directed to meet with a senior member of staff to discuss their future plans, whether that is at Bourne End Academy or elsewhere.

## Developing Future Leaders



If your child cannot collect their results in person they can either:

- Complete this [form](#) to have their results posted to you or
- your child can email the Exams team (BEAExams@bea.e-act.org.uk) giving permission for a nominated person to collect the results on their behalf (please note that the nominated person must produce a form of ID on the day).
  - This request can only come from the student and not from a third person due to the Data Protection Act.

After 11.00am on Results Day, results that have not been collected will either:

- be posted (if you have completed the form above)
- be retained in school to be collected at the start of term in September.

### **Appeals**

The appeals process at Bourne End for 2021 follows the JCQ guide to appeals summer 2021 document which can be found [here](#).

There are two stages of appeals. They must be completed in order.

**Stage 1:** You can ask Bourne End academy to check whether it made a procedural error, an administrative error, or both. A procedural error means a failure to follow the process set out in the [centre policy](#). An administrative error means an error in recording your grade or submitting your grade to the awarding organisation. You must request a centre review before you can request an awarding organisation appeal (stage 2). This is so the awarding organisation is certain that your grade is as the centre intended.

**Stage 2:** You can ask the awarding organisation to check whether the centre made a procedural error - or whether the awarding organisation itself made an administrative error. You can also ask the awarding organisation to check whether the academic judgement of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

You should submit a request for a centre review by 16 August 2021 for a priority appeal, or by 3 September 2021 for non-priority appeals.

If you think you would like to request an appeal, please email BEAExams@bea.e-act.org.uk or talk to Mrs Cowley or Mrs Carr. You will be emailed an appeals pack and scheduled an appointment for 11<sup>th</sup> or 13<sup>th</sup> August (*or an alternatively suitable date*) with Mrs Cowley to discuss and submit the required paperwork.

### **Certificates**

Certificates, when received from the awarding organisations, will be issued to you, more information on this will follow in the Autumn term.

### **Information for Year 13 only**

On 10<sup>th</sup> August, you will need to access your UCAS account, please make sure you have the following:

- Your UCAS personal password and your UCAS application number.
- Any personal letters or e-mails you may have received directly from the institutions you applied to, with e-mail addresses or telephone numbers of admission tutors.

All this could prove useful in case you have not met the offers made to you.

### How UCAS works on Results Day:

- a) Applicants who have met the conditions of the firm (F) choice will be sent notification on UCAS Track, with a reply action which you must complete without delay.
- b) Applicants who are unsuccessful at their F choice, but who meet the conditions of their insurance (I), will be issued an offer by their I choice on UCAS Track. There will be an action required online as soon as possible.
- c) Applicants who have not met the conditions of their offer may still be accepted by the university or college, and may need to wait a few days for them to make a final decision. The university or college may be waiting for some information (confirmation of exam results, non-academic information, etc.) to make a final decision. Applicants who are unsuccessful at both choices will become eligible for *Clearing*. They may be given a change of course, date of entry, or point of entry offer, which will be shown in UCAS Track. Applicants are not obliged to accept this. UCAS Track will display a Confirmation Change letter outlining the available options when all Confirmation decisions are made. They must then accept or decline the change. **Applicants only have five calendar days to reply to a course change offer.**

It is important to note that UCAS track does not confirm the student's A Level results; UCAS Track advises the students whether the university has accepted them on to the course.

### Clearing

UCAS will be publishing the official list of vacancies on A Level results day. Every applicant will receive an advisory letter from UCAS on vacancy information and essential information about UCAS Confirmation and Clearing. The UCAS website has some excellent videos on how to approach Clearing. New for 2020 was the Clearing Plus facility which will match students to the most suitable courses based on their application profile.

We can help you with the clearing process and strongly advise that you come and speak to us so that we can help and support you through the process. The earlier you come to school, the quicker we can help you; clearing places vary throughout the day and go quickly so the speed of your response is really vital.

**Staff will be available to support you with this, please feel free to use the PCs in G6 for all clearing searches and utilise the support of your teachers.**

### Adjustment

If you have done better than expected, you may be eligible for Adjustment.

Adjustment is a chance for you to reconsider where and what to study. If you have had a firm conditional choice accepted – and therefore made into an unconditional firm choice – you could potentially swap your place for one on another course you prefer.

Adjustment is available from A level results day until 7<sup>th</sup> September. It is entirely optional, and a lot of competitive courses will be full – but other applicants might have missed their conditions or swapped a course too, so it could be worth seeing what is available.

- If you try Adjustment but you do not find anything, you will keep the course you gained on results day.

- You will see the option to register in Track. Your original UF choice will be safe while you are looking for another – you will only lose it if you confirm you would like to go elsewhere, and the new university/college will add themselves to your application.

**Please talk to Mr Raja if you want to go through Adjustment.**

In summary, below is the procedure to follow if you are aiming to go to university in 2021:

**1. Have you met your offer?**

Do nothing: your chosen firm offer will confirm, usually within a few days. There will be a congratulations message on your UCAS page.

**2. Nearly met your offer (down by a grade or even two grades)?**

Phone your “firm offer” to see if the offer still stands. If not, and you have met your insurance offer; wait to hear from the institution concerned.

**3. Not met either of your offers – firm or insurance?**

You could try telephoning both institutions. A university asking for the higher grades is not likely to come down very far – but it could be worth a try. Otherwise, you go into Clearing.

I hope that this letter has been helpful in outlining the UCAS process. Please do not hesitate to contact me if you have any questions.

Yours sincerely,

Mr Wajid Raja  
Assistant Headteacher