

Candidate Confirmation: How my grades have been determined and will be awarded in Summer 2021

Candidate name		Candidate number	
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This completed form must be returned to Gemma Baxter by 18 May

I confirm that the following has taken place: (Please tick each box to confirm each statement)

- I have been given an explanation of how my grades will be determined in summer 2021
- I have a full understanding of the process undertaken by my school which is line with Ofqual, JCQ and awarding body (exam board) requirements
- The professional judgement of teachers has been based on what I have been taught
- My teachers have used a range of evidence from across the course of study to make their decision
- My teachers have informed me of the pieces of work which have been used as evidence to inform my overall grade for each subject for which I am entered
- (Only tick this box where you have approved access arrangements/reasonable adjustments) Where I have been granted any approved access arrangements/reasonable adjustments my school have ensured that these were in place when evidence was gathered. Where appropriate reasonable adjustments were not in place when I took an assessment that is being used as evidence, my teacher took this into account when determining my grade or considered alternative evidence
- I have had the opportunity to raise any concerns about the evidence being used with my teacher, where for example, the evidence was affected by my personal circumstances, such as illness (Any discussion I had with my teacher about mitigating circumstances which may warrant special consideration were recorded by my teacher)
- My teachers have made the final judgement about the evidence used to determine my grades. Negotiation has not taken place between myself/my parent/carer/guardian and my teachers
- After my teacher determined my grade in a subject it was reviewed by other teachers in my school. Therefore, grades were determined consistently with my school's policy
- My teachers or any other members of school staff have not informed me of the grades they have submitted/will be submitting to the awarding body (exam board)
- I have been informed of the date(s) and process for receiving my grades (results) from the relevant awarding body (exam board)
- I have been made aware that if I believe a genuine error has been made in determining my grade, I will have a right to appeal through my school who will provide specific details of the two stage process at that point
- I confirm that work used as evidence is my own and that no inappropriate levels of support were given to me either within the centre or with external tutors

If you don't understand/feel unable to confirm the above, feel unable to sign the confirmation etc. or if they have any questions about how their personal circumstances will be taken into account or want to raise anything with the Academy, to speak to the Academy as a matter of urgency and not wait until after you get your results

By signing here, I am confirming my awareness and understanding of how my grades have been determined and will be awarded to me this summer

Candidate Signature:

Date of signature:

This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later

This template is provided for members of **The Exams Office** only and must not be shared beyond use in your centre

Candidate Confirmation form template (Summer 2021)