

# CITY OF DERBY ACADEMY

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Headteacher: Mr P Smith



July 2021

RE: Results Day Thursday 12<sup>th</sup> August 2021

Dear Year 11,

I hope that you and your families are all well and staying safe. This letter explains the plans for Results Day 2021.

Your results will be released on **Go4Schools** at **08:30** on Thursday morning (a reminder about how to log in are included in this letter). You will be able to see the actual grades that you have been awarded by the examination boards and the results of the individual assessments that your teachers used when deciding what grades they would submit.


You can also **come into school between 09:00 and 12:00** and collect an envelope containing your provisional statement of results. If you do come into school, please check the guidance below.

- Do **NOT** come into school to collect your results if you are feeling unwell with COVID-19 symptoms.
- Parents are **NOT** allowed into the school building (although they can wait in the car park if they are dropping you off).
- You should walk or cycle to school if you can, rather than use public transport. If you do use public transport remember that you may be required to wear face coverings.
- Please wait outside the Main Entrance doors until you are called into the Bistro Area.
- Masks, hand sanitising and social distancing continue to be recommended inside the school building.
- On arrival, you will be asked to confirm your plans after leaving school.
- You will collect your results envelope from the Bistro Area from desks arranged by surname.
- You must check that your personal details are correct on the results statements you receive and let us know if they are not, otherwise the official examination certificates you will receive will be inaccurate.
- You can then leave or:
  1. speak to your HOY, a Careers Advisor or staff from local colleges about your next steps after leaving school;
  2. complete a form if you would like to appeal against one or more of the grades you have been awarded (there are details about this at the bottom of this letter).

If you are unable or would prefer not to collect your results in person on Results Day, your provisional results statement will be posted to your home address on the same day.

Finally, if you (or your parents) have any questions or concerns about anything relating to Results Day, please email me at [aharding@cityofderbyacademy.org](mailto:aharding@cityofderbyacademy.org).

Please continue to stay safe at this current time and best wishes for the future.



Mr. A. Harding (Deputy Headteacher)

### How can I access Go4Schools?

To log in, please go to [www.go4schools.com](http://www.go4schools.com) (or use the app) and click on the Students icon at the top of the main page:



You will then be taken to this screen:

### Welcome!

This is the GO 4 Schools login page for Students

In order to login, you will need to use the email address that your school holds for you.

If you don't have a password yet, or have forgotten your password, you can request a password reset email using the [First-time User?](#) and [Forgotten your Password?](#) links.

**If you are having problems logging on, please contact your school.**

Email address:

Password:

Remember my email address

Sign in

[First-time User?](#)  
[Forgotten your Password?](#)

Please note: You can **ONLY** access Go4Schools using your CODA email address which looks like this:

**username@cityofderbyacademy.org**

- 1) If you can remember your school email address and Go4Schools password you can log on as normal.
- 2) If you can't remember your password, click on the ***Forgotten your Password?*** link to receive a reset password email which will be sent to your school email address.
- 3) If you have never logged in to Go4Schools before, click on the **First-time User?** link, enter your school email address and click **New Password** to receive an email that will allow you to create a password.

**First-time User?**

If you haven't logged on to GO 4 Students before, type your email address and click the "new password" button.

Email address:

Please note, if you are having problems with your password please contact your school. For Data Protection reasons we are unable to divulge or set passwords for students ourselves.

The full JCQ guide to the appeals process for the Summer 2021 series can be found [here](#).

### **Stage 1 Appeals – Centre Reviews**

Students may ask the centre (City of Derby Academy) to do a Centre Review to check whether there has been:

- A. an **Administrative error** (the wrong grade/mark recorded) or
- B. a **Procedural error** (reasonable adjustment/access arrangement not provided).

If students wish to submit an appeal, they must complete **Stage 1 Section A** of the **Student Request Form** which will be available from the school on Results Day. Alternatively, students can complete the form online here:

[https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ\\_Appeals-Guidance\\_Summer-2021\\_Appendix-B.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf)

and email a completed copy to [aharding@cityofderbyacademy.org](mailto:aharding@cityofderbyacademy.org)

Please note that Stage 1 Appeals must be received by **Friday 3<sup>rd</sup> September 2021**. City of Derby Academy will then complete a Centre Review and will inform the student of the outcome by completing **Stage 1 Section B** of the **Student Request Form** no later than Friday 10th September. This will be via email.

### **Stage 2 Appeals to awarding organisation (after Stage 1 Appeals have been decided)**

Any student who considers that there has been a procedural error, an administrative error or that their grade reflects an unreasonable exercise of academic judgement (either because of the way that the grade has been determined and/or the selection of the evidence), may submit another request for an awarding organisation appeal after they have received the outcome of their Centre Review (Stage 1) and after the publication of results.

To submit this request, students must complete **Stage 2** of the [Student Request Form](#) and must email it to [aharding@cityofderbyacademy.org](mailto:aharding@cityofderbyacademy.org)

Please note that Stage 2 Appeals must be submitted on behalf of students by the City of Derby Academy on **Friday 17th September**, therefore students must send in their Stage 2 appeals by 9am on this day. City of Derby Academy will then share the outcome of the awarding organisation appeal, and where appropriate the next stage of the process, as soon as possible.

Following the conclusion of the awarding organisation's appeal process, a student who remains concerned their grade was incorrect may be able to apply for a procedural review to the Exam Procedures Review Service (EPRS) from the relevant regulator. There are EPRS processes for Ofqual (England) and Qualification Wales. The regulators will provide further details about the EPRS processes for summer 2021.