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## Teacher Assessment Grades Summer 2021 Appeal Procedures

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# Teacher Assessment Grades Summer 2021 Appeal Procedures

## 1. Introduction

- 1.1. Following an extraordinary year for education, the assessment for students due to sit examinations in the Summer 2021 series has had to adapt to the nation's response to the COVID-19 pandemic.
- 1.2. GCSE and A level grades for this summer are based on teacher assessment. They have been subject to an internal moderation process and an external quality assurance process carried out by the exam board.
- 1.3. JCQ has determined that students can go through a two stage process if they wish to appeal a grade. Stage one is to request a centre review, in which the centre checks whether an administrative or procedural error has occurred. Stage two is an appeal to the exam board, if they consider that the school did not follow its procedure properly, it made an administrative error or if they consider that the grade was an unreasonable exercise of academic judgement

## 2. About this procedure

- 2.1. This procedure has been produced in response to the following guidance:

2.1.1. JCQ's guidance: *JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021 and A guide to appeals processes Summer 2021 series.*

## 3. Scope

- 3.1. The right to request an appeal is the student's only. Parents/carers do not have their own right of appeal but can assist their child with their consent. Any consent must be submitted with the request for an appeal.
- 3.2. An appeal can only be submitted in line with the dates published by JCQ (see section 8 below). Any appeals submitted after the published deadlines will not be considered.
- 3.3. All requests for a centre review (stage 1) or appeal (stage 2) must be submitted using the Student Request Form.

## Appeal Procedure

### 4. Information shared with students on or before results day

- 4.1. In order to help a student decide whether to request a centre review, the school will share the following information on or before results day :
  - 4.1.1. the sources of evidence used to determine a grade along with any grades/marks associated with them

- 4.1.2.details of any variations in evidence used based on disruption to what a student was taught
- 4.1.3.details of any special circumstances that have been considered in determining their grade, e.g. access arrangements/reasonable adjustments or mitigating circumstances such as illness
- 4.2. Students should also consult the Centre Policy, which has been shared with students and parents and which is available to consult on the school website.
- 4.3. Students and parents/carers should note that **a grade can go up, down or stay the same** through either stage 1 or stage 2 of the appeals process, so are advised to request this information before making a decision to proceed to stage 1.
- 4.4. All students, including private candidates, will receive information about the arrangements in place for conducting centre reviews and submitting appeals to the exam board following a centre review. This will include sharing these procedures.
- 4.5. The school is required to maintain the confidentiality of students' grades. Students **must not** be told the final Teacher Assessed Grade (TAG) that has been submitted to the awarding organisation. Grades must only be shared with students on the published results date once the exam boards have issued the final grades.
- 4.6. Where the qualification is and Extended Project Qualification or consists of a single portfolio, the candidate **must not** be informed of the grade for that piece of evidence prior to the published results date.
- 4.7. Provision of the TAG to any student, or other party, before the agreed results date, will be viewed as malpractice and appropriate action will be taken by the relevant exam board.

## 5. **Stage 1: Centre Review**

- 5.1. If, in considering the information provided, a student does not think they have been issued with the correct grade, they can appeal to the school for a review on the basis that the school has:
  - 5.1.1.failed to follow its procedures properly or consistently in arriving at that result; or
  - 5.1.2.made an administrative error in relation to the result.
- 5.2. Requests for appeals on the grounds of academic judgement (unreasonableness) will only be considered by exam boards (at Stage 2) and not by the school. In these cases, an initial centre review must still be completed before the appeal can be submitted, to ensure that the centre has not made any procedural or administrative errors.
- 5.3. A request for a centre review should be submitted to the school by completing the Student Request Form. This should be submitted to the school by the appropriate deadline (see section 8 below).
- 5.4. Upon receipt of the request for a centre review a member of the Senior Leadership Team from the school will consider the points raised and shall be referred to as the 'Appeals Officer' in this procedure, hereafter.

- 5.5. The Appeals Officer will have played no role in the process to determine the student's grade(s) which are the subject of the request for a centre review.
- 5.6. If the Appeals Officer requires clarification on any of the points raised in the appeal form they may contact the student. If a parent/carer is authorised to assist the student the Appeals Officer may contact the parent/carer to discuss the need for clarification.
- 5.7. The Appeals Officer shall consider any information, centre specific or otherwise, issued by the applicable exam board in relation to appeals.
- 5.8. The Appeals Officer shall review the procedure followed in relation to the specific grade(s) that are the subject of the appeal. The focus of the review will be **whether the centre followed its procedure properly and consistently in arriving at the grade being challenged**.
- 5.9. The Appeals Officer may use whatever admin support they require in order to consider requests for an appeal and (if applicable) to prepare the appeal to the applicable exam board.
- 5.10. The Appeals Officer will complete the Centre Review Outcome Form and share it with the student as a record of the outcome of the centre review.
- 5.11. If the Appeals Officer is of the view that an error has occurred, the school will submit a request to the exam board to correct the error and amend the grade. Students should note that **a grade can go up, down or stay the same**. In such cases, there will be no need to make an appeal to the exam board.
- 5.12. If the Appeals Officer does not believe that the conditions under 5.1.1. or 5.1.2. have been met then this will be recorded on the Centre Review Outcome form and shared with the student. The centre review process will end at this point. The decision of the Appeals Officer in this regard is final and no further centre review will be carried out.
- 5.13. A student may submit a request for a review but subsequently decide they wish to withdraw it. They should be allowed to do so as long as no finding has been made. A centre review application cannot be withdrawn once a finding has been made.

## 6. Stage 2: Appeal to the Exam Board

- 6.1. If a student still does not think they have the correct grade after the centre review is complete, they can instruct the school to appeal to the exam board, on the grounds that:
  - 6.1.1. the school did not follow its procedure properly or consistently in arriving at the result, or during the centre review;
  - 6.1.2. the exam board made an administrative error in relation to the result; or
  - 6.1.3. the school made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of the grade from that evidence.

- 6.2. Students who wish an appeal to be submitted to the exam board should complete Stage 2 of the Student Request Form by the appropriate deadline (see section 8 below). This is because students must give the school written consent to submit the appeal to the exam board on their behalf. It's important to remember that **a grade can go up, down or stay the same.**
- 6.3. Once the school has submitted the appeal to the awarding organisation, it will confirm to the student that it has done so.
- 6.4. When an application for an appeal is received, the exam board will decide whether it will be accepted for evaluation or not. The decision to accept the application for an appeal is based on:
- 6.4.1. whether the grounds of appeal are within the remit of the appeals process;
  - 6.4.2. whether a centre review has been completed;
  - 6.4.3. the timing of the application in relation to the published deadlines for submitting appeals;
  - 6.4.4. whether the student has confirmed that they consent to their grade being raised, lowered or staying the same.
- 6.5. If an application for an appeal is not accepted, the reason for this will be given.
- 6.6. As a result of the appeal, the case will either be rejected or upheld in whole or in part. The fact that an appeal has been upheld will not necessarily result in a grade change for the student.
- 6.7. The exam board will report the outcome of the appeal to the school. The school will share this with the student upon receipt, and where appropriate the next stage of the process.

## 7. Appeal against the exam board

- 7.1. Following the conclusion of the exam board's appeal process, if a student believes that the exam board has made a procedural error in handling their appeal, they can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.

## 8. Deadlines

- 8.1. Request for centre reviews and appeals can only be submitted in line with the dates published by JCQ. Any centre review requests/appeals submitted after the published deadlines will not be considered.
- 8.2. The following table sets out the JCQ timescales.

### Timescales

Priority Appeals (A level only)\*

Timescale	Procedure
10 August to 7 September	Priority appeals window
10 August to 16 August	Student requests centre review
10 August to 20 August	Centre conducts centre review
11 August to 23 August	Centre submits appeal to exam board

\*Priority appeals are only available for students applying to higher education who did not attain their firm choice. Where a higher education place is dependent on the outcome of an appeal, students must include their UCAS personal ID on the Student Request Form.

#### Non-Priority Appeals (A level and GCSE)

Timescale	Procedure
10 August to end October	Majority of non-priority appeals take place
10 August to 3 September	Student requests centre review
10 August to 10 September	Centre conducts centre review
11 August to 17 September	Centre submits appeal to exam board

#### Deadlines for candidates

- 8.3. Deadline for candidates to request a priority centre review: **16 August 2021**.
- 8.4. Deadline for candidates to request a priority appeal to the exam board: **22 August 2021**. This gives the school time to submit the request to the exam board by the following day.
- 8.5. Deadline for candidates to request a non-priority centre review: **3 September 2021**.
- 8.6. Deadline for candidates to request an non-priority appeal to the exam board: **16 September 2021**. This gives the school time to submit the request to the exam board by the following day.

#### 9. Private Candidates

- 9.1. The appeals procedures in this document apply to private candidates in the same way as for all other students, with the same deadlines.
- 9.2. The school will share the same information with private candidates as it will provide for all other students (see section 4), to enable private candidates to decide whether they wish to request a centre review or an exam board appeal.

#### 10. Further information

- 10.1. Students seeking further information should check Ofqual's website or contact the National Careers Service Exam Results Helpline.