



Summer 2021 Results and Appeals Policy



1.0 Introduction:

This policy has been written in line with guidance from JCQ: A guide to appeals processes Summer 2021: https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021.pdf Examination Appeals for Summer 2021 can be made by pupils, parents and members of staff if they feel the following statement from JCQ has not been adhered to:

As detailed in the *JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021* and the *JCQ Appeals Guidance Summer 2021* document the need for centre reviews and awarding organisation appeals should be reduced if a centre shares the following information with students:

- a. the sources of evidence that will be used to determine their grade along with (and where deemed appropriate by the centre) any grades/marks associated with them. This transparency will allow students to identify any errors or highlight circumstances relating to pieces of evidence and should reduce the number of instances where students request a centre review or awarding organisation appeal once results have been issued
- b. the centre policy and any supporting documentation
- c. details of any variations in evidence used based on disruption to what a student was taught
- d. 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.

It is the responsibility of everyone involved in the centre's examinations process to read, understand and implement this policy. Members of staff involved with examinations should be fully conversant with all JCQ regulations and are recommended to consult the relevant documents. To ensure internally and externally set examinations are carried out in accordance with JCQ Guidelines and meets the statutory responsibilities of Examination Centres the school has in place the following Team:

- **Headteacher (Named Head of Centre for Examinations)**
- **Senior Leader Achievement (oversight of KS4 Examinations)**
- **KS5 Leaders (oversight of KS5 Examinations)**
- **Exams Officer**
- **Exams and Data Assistant**
- **SIMS and Data Officer**
- **SENDCo (oversight of Health and Care Plans and associated access arrangements)**
- **Designated Specialist Provision Leader (oversight of Health and Care Plans and associated access arrangements)**
- **Year Leader and Assistant Year Leader (day-to-day contact for pastoral care and support with access to examinations)**
- **Faculty and Subject Leaders (responsible for supplying accurate candidate examination entries)**

2.0 Teacher Assessed Grades

Titus Salt School:

- will not divulge Teacher assessed grades to pupils or parents/carers before the issue of results
- understands that any inappropriate disclosure of teacher assessment grades before the issue of results will be investigated by awarding bodies as potential malpractice



- notify pupils (and parents/carers) of the centre policy and the sources of evidence used to determine teacher assessed grades
- make pupils aware of the arrangements in place for appeals prior to the issue of results by putting policy and relevant forms on school website

3.0 Arrangements for appeals

Titus Salt School will support its pupils through the centre review and awarding organisations appeals process. The information describes the arrangements in place for conducting a centre review and appeal to the awarding organisation:

Stage 1 – Centre review

- If a pupil does not consider they have been issued with the correct grade, they can submit a request to check if an administrative or procedural error has occurred.
- To proceed the pupil must complete stage 1 appeal form online and e-mail to examteam@titussaltschool.co.uk This provides their written and recorded consent that they are aware their grade could go down, could go up or remain the same at any stage in the centre review and/or appeals process **APPENDIX 1**
- Titus Salt School will then will check that all administration and procedures were followed correctly
- The outcome of the appeal may result in the grade remaining the same, being lowered or raised.
- On completion of the review Titus Salt School will notify the pupils of the outcome by post to the address registered on SIMS
- If an administrative or procedural error is found, Titus Salt School will submit a request to the awarding body to correct the error and amend the grade without the need to submit an appeal to the awarding body

Stage 2 – Appeal to the awarding organisation

- An appeal to the awarding body can only be submitted if the first stage, centre review, has been completed and the outcome of the first stage has been issued to the pupil.
- The awarding body will not consider an appeal that is solely based on differences of opinion. If the pupil wants to improve their grade they may want to consider entering for the autumn exam series.
- If the pupil believes there is still an error following the centre review, or if the awarding body has made an administrative error, or the pupil considers that the grade awarded was an unreasonable exercise of academic judgement, the pupil can then submit a request to Titus Salt School to proceed with an appeal to the awarding body on their behalf
- To proceed the pupil must complete stage 2 appeal form online and e-mail to examteam@titussaltschool.co.uk This provides their written and recorded consent that they are aware their grade could go down, could go up or remain the same at any stage in the centre review and/or appeals process – **Appendix 2**
- Titus Salt School will then submit the appeal on the pupil's behalf according to the requirements of the awarding body to which it is being submitted
- The awarding body will determine the grade at the appeal and the outcome will be final
- The outcome of the appeal may result in the grade remaining the same, being lowered or raised.
- There is no further opportunity to appeal the outcome to the awarding organisation
- The awarding organisation's appeal outcome letter will be sent by post to the pupils address on SIMS
- Should the pupil still remain concerned that their grade is incorrect they may be able to apply for a procedural review.



- The appeal outcome letter will include the next appropriate steps, where applicable, to apply for a procedural review to the Exam Procedures Review Services (EPRS) This service is not available to any BTEC qualification, a letter of complaint would need to be submitted to Ofqual.

Stage 1 and Stage 2 appeals should be completed as soon as possible after results are issued and no later than 3 working days before the deadlines published below. All forms will be available on our school website and should be returned to examteam@titussaltschool.co.uk

Once a finding has been made you can not withdraw your request for a centre review or appeal. If your grade is lowered, you will not be able to revert back to the original grade awarded on results day.

Key Dates for priority appeals*

10 August to 16 August 2021	Window for pupils to request a centre review
10 August to 20 August 2021	Centres conduct centre reviews
10 August to 23 August 2021	Centres submit appeals to awarding organisations

* A priority appeal is only for students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result.

Key dates for non-priority appeals

From result day to 3 September 2021	Window for pupils to request a centre review
From result day to 10 September 2021	Centres conduct centre reviews
From result day to 17 September 2021	Centres submit appeals to awarding organisations

4.0 Results day(s)

Titus Salt school will issue results to candidates on the JCQ published results days.

Date	Qualification type
10/08/2021	GCE (AS, A Levels) and other Level 3 qualifications
12/08/2021	GCSE and other Level 1/2 qualifications

On candidate statements of results (results slips) and certificates, grades will be reported in the same way as in previous years.

Students and parents will be informed by letter arrangements for receiving results on results day.



5.0 Autumn 2021 Exam Series

The autumn series will be available for candidates for whom it is not possible to issue a grade or who wish to improve grades based on taking an exam. Candidates will be informed of the deadline for the series on results day.



Important information for students

What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

What will be checked during a centre review?

You can ask the centre 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. This is so the awarding organisation is certain that your grade is as the centre intended.

What will be checked during an awarding organisation appeal?

You can ask the awarding organisation to check whether the centre made a **procedural or administrative 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.

When do I need to submit my request?

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**.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. Priority appeals that aren't submitted to the awarding organisation by 23 August 2021 will still be treated as a priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

What is a priority appeal?

A priority appeal is only for students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result. You should inform your intended higher education provider that you have requested a centre review or appeal.

What is your UCAS personal ID and why is it needed?

Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.



Appendix 1 Stage one – centre review

A. Student request

This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

Centre Name		Centre Number	
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Student Name		Candidate Number	
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Qualification title e.g. AQA GCSE English Language			
Teacher Assessed Grade issued			
Is this a priority appeal? A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes provide your UCAS personal ID e.g. 123-456-7890	

Grounds for centre review

Please tick one or both of the options if they apply to your request. If you don't think either apply, your centre will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended.

Administrative Error by the centre e.g. the wrong grade/mark was recorded against an item of evidence	<input type="checkbox"/>	Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	<input type="checkbox"/>
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Supporting evidence

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade.
There is a 5,000 character limit.



Acknowledgement

I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above. In submitting this review, I am aware that:

- The outcome of the review may result in my grade remaining the **same**, being **lowered** or **raised**
- The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded.

Student Name

Student signature

Date



Appendix 2 - Stage two – appeal to awarding organisation

This section is to be completed by the student. An awarding organisation appeal must be submitted to the centre and the centre will then submit it to the awarding organisation

Grounds for appeal

Please tick the grounds upon which you wish to appeal

1. Administrative error by the awarding organisation	<input type="checkbox"/>
2. Procedural issue at the centre	
a. Procedural Error	<input type="checkbox"/>
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances	<input type="checkbox"/>
3. Unreasonable exercise of academic judgement	
a. Selection of evidence	<input type="checkbox"/>
b. Determination of Teacher Assessed Grade	<input type="checkbox"/>

Evidence to support an appeal

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases you must provide a clear reason but it doesn't have to be lengthy.

1. Administrative error by the awarding organisation

You **must** provide a clear explanation. There is a 5,000 character limit.

2 (a) Procedural Error

This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above. There is a 5,000 character limit.



2 (b) Issues with access arrangements / reasonable adjustments and/or mitigating circumstances

You **must** provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

3 (a) Selection of evidence

You **must** provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

3 (b) Determination of the Teacher Assessed Grade

You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit.

Acknowledgement

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above.

I am aware that:

- The outcome of the appeal may result in my grade remaining the same, being lowered or raised
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from your school/college.

Student name

Student signature

Date