

# Appeals Process

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## Appeals process for teacher assessed grades in summer 2021

Ofqual have stated that they are committed to doing all that they can to make sure students are not disadvantaged by the unprecedented circumstances this summer which includes allowing for an appeal where appropriate.

This summer students can appeal on the following grounds:

1. The school made an administrative error, e.g. an incorrect grade was submitted; an incorrect assessment mark was used when determining the grade.
2. The school did not follow its procedures correctly or consistently, e.g. the school did not follow its Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances such as illness.
3. The exam board made an administrative error, e.g. the grade was incorrectly changed by the awarding organisation during the processing of grades.
4. The student considers that 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.

This document will guide you through the process of appealing your final grade for teacher assessed grades in summer 2021.

Please see Important Candidate Information at Appendix One. The application document for a Stage One Centre Review can be found at Appendix Two and Stage Two Exam Board Appeal application form can be found at Appendix Three. **If you wish to appeal, you must request a Stage One Centre Review first. You must make a separate application for each subject you wish to appeal.**

Please be aware of the following guidance from Ofqual/JCQ about appeals:

***'Appeals are not likely to lead to adjustments in grades where the original grade is a reasonable exercise of academic judgement supported by the evidence. Grades can go up or down as the result of an appeal.***

If you have any questions regarding the process please contact Mrs Levett  
[exams@highfield.herts.sch.uk](mailto:exams@highfield.herts.sch.uk)

## Appeals Process Flowchart

### Stage One – Centre Review

Student awarded grade on results day and believes there is an error.

Student initiates appeal by filling in Stage One Centre Review form (*Appendix Two*) by **16 August** for priority appeals\* or **3 September** for non-priority appeals. One application per subject and one appeal per subject (i.e. a student cannot appeal on grounds of unreasonable academic judgement and then submit a new appeal regarding procedural error for the same subject. They could, however, appeal on both grounds at the same time).

The school conducts an internal review using the Stage One Centre Review form. This is conducted by the exam's officer, subject lead/specialist and the SLT link. Where the subject lead/specialist is the class teacher the SLT link will conduct the review with another subject specialist.

Centre does not find an error and so informs the student that the grade remains unchanged.

Centre finds an error and informs exam board. The centre also informs the student of the adjusted grade. **This may be higher or lower than the grade awarded on results day.**

**The Stage One Centre Review is complete**  
The student may wish to sit exams in the Autumn term 2021. If they do so, the higher of the two grades will be awarded. To register interest in taking an exam in the Autumn term, please contact [exams@highfield.herts.sch.uk](mailto:exams@highfield.herts.sch.uk) by **7 September 2021**.

If the student still feels that an error has been made, they must move to a **Stage Two** Appeal.

## Stage Two – Exam Board Appeal

Student still feels the grade is incorrect and wishes the school to submit a Stage Two Appeal to the exam board. Student fills in Stage Two Appeal form (*Appendix Three*), by **22 August** for priority appeals\* or **16 September** for non-priority appeals.

Exam board works with the school to check that processes as stated in the school's Centre Policy have been followed and that the grade awarded is a reasonable exercise of academic judgement and in line with exam board expectations. The reviewer will not remark individual assessments to make fine judgements but will take a holistic approach based on overall evidence.

Exam board finds that all processes have been followed and that a reasonable judgement has been made. They uphold the grade awarded.

Exam board finds processes/judgement to have an error and so award new grade. **This may be higher or lower than the grade awarded on results day.**

School informs student of the exam board outcome.

### The Stage Two Appeal is complete

The student may wish to sit exams in the Autumn Term 2021. If they do so, the higher of the two grades will be awarded. To register interest in taking an exam in the Autumn Term, please contact [exams@highfield.herts.sch.uk](mailto:exams@highfield.herts.sch.uk) by **7 September 2021**.

If the student is concerned that there may have been an error in the procedure used by the exam board to conduct the Stage Two Appeal, the final **Stage Three** route of appeal is to Ofqual's Exam Procedure Review Service (EPRS)

\*The exams officer will make a decision on priority levels based on the need for entrance requirements for the next stage of education.

## Important Information for students

Appendix One

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

If you request a centre review or an exam board 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 exam board.

You must request a centre review before you can request an exam board appeal. This is so the exam board is certain that your grade is as the centre intended. You must complete a separate application for each subject you wish to be reviewed. Only one appeal per subject will be allowed i.e. a student would not be able to appeal on grounds of unreasonable academic judgement and then submit a new appeal regarding procedural error for the same subject. They could, however, appeal on both grounds at the same time.

### What will be checked during an exam board appeal?

You can ask the exam board to check whether the centre made a **procedural** or **administrative error** – or whether the exam board itself made an **administrative error**. You can also ask the exam board to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade. Please read the JCQ document [Academic Judgements in appeals](#) which explains how this type of appeal would be considered.

### 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 exam board appeal you should do so as soon as possible. The school will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and request for non-priority appeals should be submitted by **17 September 2021**. Priority appeals that aren't submitted to the exam board by 23 August 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 (ie 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.

# Stage One – Centre Review Summer 2021

Appendix Two

## 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 exam board. A centre review must be conducted before an appeal to the exam board. One application per subject.

<b>Student Name</b>		<b>Candidate Number</b>	
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<b>Qualification Title eg AQA GCSE English Language</b>	
<b>Teacher Assessed Grade Issued</b>	
<b>Is this a priority appeal?</b> For students applying to higher education only	Y/N

<b>Grounds for centre review</b> Please tick one or both of the options if they apply to your request. If you don't think either apply, we will still conduct a review for administrative and procedural errors so the exam board can be certain they your grade is as the centre intended.			
<b>Administrative Error by the centre</b> eg the wrong grade/mark was recorded against an item of evidence		<b>Procedural Error by the centre</b> eg a reasonable adjustment/access arrangement was not provided for an eligible student	

<b>Supporting Evidence</b> Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade.

<b>Acknowledgement</b> 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 submitting this review, I am aware that:			
<ul style="list-style-type: none"> <li>• The outcome of the review may result in my grade remaining the <b>same</b>, being <b>lowered</b> or <b>raised</b></li> <li>• The next stage (Stage Two, the appeal to the exam board) may only be requested once the centre review (Stage One) has been requested and concluded</li> </ul>			
<table style="width: 100%;"> <tr> <td style="width: 33%;"><b>Student Name:</b></td> <td style="width: 33%;"><b>Student Signature:</b></td> <td style="width: 33%;"><b>Date:</b></td> </tr> </table>	<b>Student Name:</b>	<b>Student Signature:</b>	<b>Date:</b>
<b>Student Name:</b>	<b>Student Signature:</b>	<b>Date:</b>	

### B: Centre review outcome

This section should be completed by the centre and shared with the student as a record of the outcome of the centre review.

<b>Centre Review Outcome</b>					
Please tick the outcome of the review and then record the original grade and the revised grade if applicable.					
Upheld		Not upheld		Partially upheld	
Original Teacher Assessed Grade			Revised Teacher Assessed Grade if applicable		

<b>Information considered by the centre</b>
Please provide a short explanation of the evidence that you have reviewed.

<b>Rationale for the outcome of the centre review</b>
Outline the centre's findings from the centre review e.g. procedural or administrative error and if relevant, details of the error.

<b>Authorisation and dates of next stages</b>			
Please complete the boxes as appropriate. Boxes 1 and 2 <b>must</b> be completed in every case. Boxes 3 and 4 need only be completed when requesting a grade change.			
1. Date that the decision and rationale was issued to student		2. Date student informed of how to proceed to stage 2 (appeal to exam board)	
3. Confirmation that a senior leader has authorised any grade change		4. Date that grade change is submitted to exam board	



**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.

**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.

**3(b) Determination of the Teacher Assessed Grade**

You can provide a short explanation of the reason for your appeal if you want to.

**Acknowledgement**

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood 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 exam board and that the next stage would be to contact the regulator. The exam board will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive for the school.

**Student Name:**

**Student Signature:**

**Date:**