

## Appeals Process after Results Days, Summer 2021 – Year 11 and 13

Although every single one of your teachers and Leadership Group will be working hard to make sure you are issued with the correct grades on results day, there will also be an appeals system as a safety net to fix any genuine errors that were not identified earlier on.

If you believe an error has been made in determining your grade, you will have a right to appeal.

There are two stages to the appeals process for this year only:

### Stage 1: centre review

If you don't think you have been issued with the correct grade, you can appeal to the school who will review whether we:

- Have made an **administrative error**, e.g. we submitted an incorrect grade; we used an incorrect assessment mark when determining your grade.
- did not apply a **procedure** correctly, e.g. we did not follow our Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

To help you decide whether to appeal, you can request that the school shares with you the following information on results day if not before:

- our Centre Policy (already on the website)
- the sources of evidence used to determine your grade along with any grades/marks associated with them
- details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness

If you decide to go ahead with a centre appeal, we will carry this out. There are two possible outcomes:

- Having checked for administrative and procedural errors, **we find there were none**, and thus the grade remains unchanged. We will inform you of this.
- Having checked for administrative and procedural errors, **we find there was such an error**, and thus the grade needs to be changed, either going up or down. We will inform the exam board of the need to change a grade, who will issue the revised grade.

### Stage 2: appeal to the exam board

If you still don't think you have the correct grade after the centre review is complete, you can ask us to appeal to the exam board, who will review whether

- the school made an unreasonable exercise of academic judgement in the choice of evidence from which we determined your grade and/or in the determination of your grade from that evidence. *(A reasonable judgement is one that is supported by evidence. An exercise of judgement will not be unreasonable simply because a student considers that an alternative grade should have been awarded, even if the student puts forward supporting evidence. There may be a difference of opinion without there being an unreasonable exercise of judgement. The reviewer will not remark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence).*

- the school did not apply a procedure correctly, e.g. we did not follow our Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.
- the exam board made an administrative error, e.g. they changed your grade during the processing of grades.

At both stages of the process you will need to submit your appeal to the school on the appropriate forms and give us your written consent to conduct the appeal or submit it to the exam board on your behalf.

**It's important to remember that your grade can go down, up or stay the same through either stage of the process.**

If you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also tell us so we can ask the exam board to prioritise your appeal.

The timelines for priority and non-priority appeals will be as follows:

**10 August to 7 September: priority appeals window (for students seeking University places)**

- 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

**10 August to end October: majority of non-priority appeals take place (GCSE and A level and BTEC)**

- 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

Finally, if you believe the exam board has made a procedural error in handling your appeal, you can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.