

Summer 2021 Appeals Process

Prior to Requesting a Stage One Centre Review:

Before deciding whether to request a review for a particular subject, students will need to access to the following information:

a. the centre policy.	This can be found on our website at https://stjohnfisher.school/wp-content/uploads/2021/06/Examination-Centre-Policy-v2.pdf
b. the sources of evidence used to determine the student's grade, along with the marks/grades associated with them	<p>This information can be found by requesting to see a copy of your folder of evidence for a particular subject:</p> <ul style="list-style-type: none"> • (b) The marks / grades will be on each piece of work in the folder used as evidence towards your grade. These are also on the Teacher Assessed Grades booklet that was posted to your home address in July. • The Individual Candidate Record sheet in the folder will show (c) if any variations in evidence have been considered and (d) if / how mitigating circumstances have been considered <p>Please note: if you wish to consider an appeal for more than one subject, you will need to request a copy of the folder for each subject separately.</p>
c. details of any variations in evidence used based on disruption to what that 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	

How do you request to see a copy of your folder of evidence for a subject or subjects? Please fill in the 'Request to See Folder of Evidence Form' (page 5 of this pack). This form is also available on our website at <https://stjohnfisher.school/home/school-information/parental-information/examination-information/>.

How do you submit this form? You can either hand in a paper copy on the day that you collect results, or you can email a copy to summerexams2021@stjohnfisher.school. Please do not make contact via any other email address as this means we can deal with your query promptly.

How quickly will you receive your copy of the folder of evidence?

A Level / Level 3 BTEC Requests	If the request is made on Results Day (10th August) and you are happy to wait in school	We will show you your folder of evidence on the day. If you wish to wait for a copy, please see the deadlines below.
	If the request is received by SJF by 11th August	We will send a copy of your folder to your school email address by 13 th August.
	If the request is received after 11th August but before 14th August	We will send a copy of your folder to your school email address by 16 th August
	If the request is received on or after 14th August	We will send a copy of your folder to your school email address by 30 th August.
GCSE / Level 2 BTEC Requests	If the request is made on Results Day (12th August) and you are happy to wait in school	We will show you your folder of evidence on the day. If you wish to wait for a copy, please see the deadlines below.
	If the request is received by SJF before 14th August	We will send a copy of your folder to your school email address by 16 th August.
	If the request is received on or after 14th August	We will send a copy of your folder to your school email address by 30 th August.

Requesting a Stage One Centre Review:

You may submit a request for a centre review on the grounds that the centre has:

- failed to follow its procedures properly or consistently in arriving at that result
- or
- made an administrative error in relation to the result.

Please note that, at Stage One, the school **cannot review its academic judgments**. If you think that the school has given you the wrong grade, this can only be confirmed via a Stage Two review. **However, you must have completed a Stage One review before you can complete a Stage Two review.** Any appeals submitted where this has not happened, will be rejected by the awarding organisation and a new application will need to be submitted once the centre review has been completed.

How do you complete a Stage One review? Please read and fill in the Stage One section of the JCQ Student Request Form for Centre Reviews and Appeals to Awarding Organisations (pages 6- 7) and return it to the school. This form is also available on our website at <https://stjohnfisher.school/home/school-information/parental-information/examination-information/>. Please note: if you do not complete this form, we cannot complete your Stage One review even if you have verbally told us you would like to review your grade.

How do you submit this form? You email a copy to summerexams2021@stjohnfisher.school. Please do not make contact via any other email address as this means we can deal with your query promptly.

What might the outcomes be?

- Your appeal is upheld
- Your appeal is not upheld
- Your appeal is partially upheld.

As a result of this judgment:

- Your original Teacher Assessed Grade remains
- Your Teacher Assessed Grade will be revised, and we will inform the exam board of this. **Please note that grades can go up or down as a result of a review.**

When do you need to complete this form by, and when will you hear back?

Type of Appeal	Deadline	Return Dates
<p>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.</p> <p>You will need to include your UCAS personal ID on the form so that we can confirm that your place is dependent on the outcome of the appeal.</p>	<p>Submitted to the school by Monday 16th August 2021.</p> <p>(Please note: if you miss this deadline, we will still be able to process your request, but this may not be done in time for those with a higher education outcome dependent on the appeal.)</p>	<p>We will write to you via your school email address with the outcome of the Stage One Appeal by Thursday 19th August.</p>
<p>Non-Priority Appeal This is for all other appeals.</p>	<p>Submitted to the school by Friday 3rd September 2021.</p>	<p>We will write to via your school email address with the outcome of the Stage</p>

If you are satisfied with the result of the Stage One review, you do not need to take any further action.

If you are not satisfied with the result of the Stage One review, you can progress to a Stage Two review.

Requesting a Stage Two Centre Review:

Any student who considers that there has been a procedural error by the school, an administrative error by the exam board, 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 a request for an awarding organisation appeal after they have received the outcome of their centre review and after the publication of results.

An appeal can only be made against a result issued. Any student who believes that the centre's decision to withdraw an entry due to insufficient evidence on which to determine a Teacher Assessed Grade, or not to make an entry in the first place, must raise such concerns through the centre's complaints process. Any continuing concerns following completion of the centre's complaints process may subsequently be raised through the awarding organisation's complaints process.

How do you complete a Stage Two review? Please fill in the Stage Two section of the JCQ Student Request Form for Centre Reviews and Appeals to Awarding Organisations (pages 9-10) and return it to the school. This form is also available on our website at <https://stjohnfisher.school/home/school-information/parental-information/examination-information/>. Please note: if you do not complete this form, we cannot complete your Stage Two review even if you have verbally told us you would like to review your grade.

How do you submit this form? You email a copy to summerexams2021@stjohnfisher.school. We will then submit it to the exam board on your behalf and we will write to you confirming that we have done so. Please do not make contact via any other email address as this means we can deal with your query promptly.

What might the outcomes be?

Your appeal may not be accepted for evaluation. When an application for an appeal is received, the awarding organisation will decide whether it will be accepted for evaluation or not.

The decision whether to accept the application for an appeal is based on:

- whether the grounds of appeal are within the remit of the appeals process (where a rationale is required)
- whether a centre review has been completed
- the timing of the application in relation to the published deadlines for submitting appeals
- whether the student has confirmed that they consent to their grade being raised, lowered, or staying the same.

If an application for an appeal is not accepted, the reason(s) for this will be given.

If your appeal is accepted for evaluation and the awarding organisation:

- identifies a procedural error or
- finds alternative evidence should have been included in the range of evidence and that this may have impacted the Teacher Assessed Grade

They will report these findings to the centre and direct them to review the Teacher Assessed Grade. The centre must then inform the awarding organisation if it believes there should be a change to the grade. An awarding organisation may impose a change to the grade.

Appeals made on the grounds of procedural error will be evaluated by a staff member or an independent reviewer appointed by the awarding organisation.

Following final quality assurance checks, where it considers it appropriate to do so, the awarding organisation will make the grade amendment and report the outcome of the appeal, with reasons for its decision, to the centre.

Where an unreasonable exercise of academic judgement is identified by the awarding organisation, the independent reviewer will determine the alternative grade. The awarding organisation will then report the revised grade and outcome of the appeal, with reasons, to the centre. The centre must share the outcome of the awarding organisation appeal, and where appropriate the next stage of the process, with the student promptly. **Please note that grades can go up or down because of a review.**

When do you need to complete this form by, and when will you hear back?

Type of Appeal	Deadline	Next Steps
<p>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.</p> <p>You will need to include your UCAS personal ID on the form so that we can confirm that your place is dependent on the outcome of the appeal.</p>	<p>Submitted to the school by Sunday 22nd August 2021.</p> <p>This is so that we can meet the exam board deadline of 23rd August 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.</p>	<p>The exam board will write to the school with the outcome and we will forward a copy onto your school email address. Exam boards will aim to complete this work by 8th September 2021.</p>
<p>Non-Priority Appeal This is for all other appeals.</p>	<p>Submitted to the school by Wednesday 16th September 2021.</p> <p>This is so we can meet the exam board deadline of 17th August 2021.</p>	<p>The exam board will write to the school with the outcome and we will send this on to your school email address. (If you leave SJF at the end of August and we receive the outcome on or after 30th September, we will post this on, as access to your school Outlook email will be cut off by 30th September).</p> <p>The exam board will aim to complete this work within 42 days of the date of application.</p>

If you are satisfied with the result of the Stage Two review, you do not need to take any further action.

If you are not satisfied with the result of the Stage Two review, you may be able to apply for a procedural review to the Exam Procedures Review Service (EPRS) from the relevant regulator. Please see

<https://www.gov.uk/government/publications/casework-process-and-terms-of-reference-for-exam-procedure-reviews/examination-procedures-review-service-terms-of-reference-summer-2021> for further information.

Request to See Folder of Evidence Form

Student Name:	
Student Form:	

I am considering an appeal in the following subject(s) and request to see the folder of evidence used to obtain my Teacher Assessed Grade.

Name of Subject(s)	Qualification Type (e.g., GCSE, A Level, BTEC)

I understand that requesting this evidence does not constitute an appeal and that if I wish to appeal, I will need to complete the Stage One Centre Review paperwork separately.

Signed:

Date:

A Level / Level 3 BTEC Requests	If the request is made on Results Day (10th August) and you are happy to wait in school	We will show you your folder of evidence on the day. If you wish to wait for a copy, please see the deadlines below.
	If the request is received by SJF by 11th August	We will send a copy of your folder to your school email address by 13 th August.
	If the request is received after 11th August but before 14th August	We will send a copy of your folder to your school email address by 16 th August
	If the request is received on or after 14th August	We will send a copy of your folder to your to your school email address by 30 th August.
GCSE / Level 2 BTEC Requests	If the request is made on Results Day (12th August) and you are happy to wait in school	We will show you your folder of evidence on the day. If you wish to wait for a copy, please see the deadlines below.
	If the request is received by SJF before 14th August	We will send a copy of your folder to your school email address by 16 th August.
	If the request is received on or after 14th August	We will send a copy of your folder to your school email address by 30 th August.

Student Request Form for Centre Reviews and Appeals to Awarding Organisations

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 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.

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.	Choose an item.	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"/>

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:		
<ul style="list-style-type: none"> 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

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.

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

Information considered by the centre
Please provide a short explanation of the evidence that you have reviewed. There is a 5,000 character limit.

Rationale for the outcome of the centre review
Outline the centre's findings from the centre review e.g. procedural or administrative error and if relevant, details of the error. There is a 5,000 character limit.

Authorisation and dates of next stages			
Please complete the boxes as appropriate. Boxes 1 and 2 must 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 awarding organisation)	
3. Confirmation that a senior leader has authorised any grade change		4. Date that grade change is submitted to awarding organisation	

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**
