



# KESH

KING EDWARD VI  
SHELDON HEATH ACADEMY

## TEACHER ASSESSED GRADES - APPEALS POLICY (FOR SUMMER 2021 SERIES ONLY)

Other relevant policies and documents:

Non-examination Assessment Policy

BTEC Policy

Examinations' complaints and appeals procedures

Examinations' Contingency Plan

Examinations' Policy

Access Arrangements Policy

Centre Policy For Determining Teacher Assessed Grades – Summer 2021

JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for summer 2021

**Friendship**  
Integrity Benevolence  
Honesty **Equality**  
Respect Community  
Tolerance Aspiration  
**Our values**  
Humility Personal responsibility  
**Justice Dignity Ambition**  
Co-operation **Humanity**  
Excellence Embracing diversity  
**Belief Empathy Kindness**  
Understanding **Charity**  
**Compassion**

This policy was adopted by the Curriculum and Student Welfare Committee  
in Spring 2021.

Next review due Spring Term 2022, or earlier if the need arises.

## **1. Appeals – Summer 2021**

The appeals process for the summer 2021 examination series differs to the general process described previously; this is to reflect that Teacher Assessed Grades are used rather than external examinations to award qualification grades.

The appeals process acts as a safety net to fix any genuine errors that were not identified earlier on. Students who believe an error has been made in determining their grade, have a right to appeal. There are two stages to the appeals process.

### **Stage 1: centre review**

If a student believes that they have been issued with the wrong grade, they can appeal to the Academy, who will review whether they:

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

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

- their Centre Policy;
- the sources of evidence used to determine their 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.

### **Stage 2: appeal to the exam board**

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

- The Academy made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence. Please note that 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 or college did not apply a procedure correctly, e.g. they did not follow their 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 students will need to submit your appeal to the Academy and give the Academy their written consent to conduct the appeal or submit it to the

exam board on their behalf. It's important for students to remember that their grade **can go down, up or stay the same** through either stage of the process.

Students who have a place at university that is dependent on their appeal should inform the university they are hoping to go to that there is an appeal pending; this will enable universities to decide how to handle their offer. Students should also tell the Academy that a university place is pending on the outcome of the appeal so that the Academy can ask the exam board to prioritise this appeal.

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

- 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.
- 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.

Finally, if students believe 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.

**IMPORTANT NOTICE:** For all awarding organisation appeals the deadlines mentioned above are the dates by which the Academy must send the appeal to the awarding organisation. For the Academy to be able to submit appeals by that deadline, students must ensure that their appeal is submitted to the Academy by:

- **Wednesday 18<sup>th</sup> August** for all priority appeals
- **Monday 13<sup>th</sup> September** for all non-priority appeals.

Appeals submitted by students after these dates may not be processed in time by the Academy.

## **2. Procedure**

If a student wishes to appeal, they must:

- Read carefully all relevant documentation:
  - Appeals Student Information
  - This policy
  - KESH Checklist – JCQ Appeals-Guidance\_Summer-2021
- Use the appeals form available on our website. This is also present at the end of the Appeals Student Information document.
- Any requests for appeals submitted in any other way will not be processed.