

## Appeals Information

### Information for Candidates

#### Teacher Assessed Grades

Wolfreton School and Sixth Form College has determined grades in accordance with the JCQ guidance<sup>1</sup> and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer to Ofqual's Student Guide to Awarding: Summer 2021<sup>2</sup> which tells you how you will get your qualifications in summer 2021 and where you can get more information.

#### Concerns about your results

When you receive your results, if you think that a grade is wrong, you should first speak to Miss Saverton (Exams Officer) on results day and she will arrange for the right person to speak with you. After results day (but before the deadlines given overleaf) you should email [data@wolfreton.co.uk](mailto:data@wolfreton.co.uk). Emails to individual staff may not be seen over the holiday period and therefore it is very important that you use the email address above.

Further details of the arrangements for appeals are provided below.

#### The arrangements for appeals

##### Section 5.4 of JCQ Appeals Guidance Summer 2021 (A guide to appeals processes – Summer 2021) states:

To decide whether to request a review, students will need access to certain information before results day, or on results day, if it has not already been made available to them. This must include:

- a. the centre policy
- b. the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
- 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

There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation

Wolfreton will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements that the school has in place for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

#### Stage 1 – Centre review

- If a student does not consider they have been issued with the correct grade, they can submit a request to the school to check if an administrative or procedural error has occurred.
- The school will email the student a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals* which will be pre-populated with the candidate's name and candidate number. This will be an attachment to an email.
- On receipt, the student should open the attachment, read the important instructions, fully complete *section A. Student request* of the *Stage one – centre review* form including electronic signature and date. The form should be saved and returned to the school as an email attachment.

<sup>1</sup> <https://www.jcq.org.uk/summer-2021-arrangements/>

<sup>2</sup> <https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021>

- The outcome of the centre review may result in the student’s grade remaining the **same**, being **lowered** or **raised**.
- On completion of the review the school will complete section *B. Centre review outcome* of the form and share with the student as a record of the outcome, in sufficient time prior to the relevant appeal to awarding organisation deadline.
- If an administrative or procedural error is found, the school will submit a request to the awarding organisation to correct the error and amend the grade without the need to submit an appeal to the awarding organisation.

## Stage 2 – Appeal to the awarding organisation

- An appeal to the awarding organisation will only be submitted if the first stage, centre review, has been completed and the outcome of the first stage has been issued to the student.
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the student wants to improve their grade they may want to consider entering for the autumn exam series.
- If the student believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the student considers that the grade awarded was an unreasonable exercise of academic judgement, the student can submit a request to the school to proceed with an appeal to the awarding organisation on their behalf.
- To proceed, the student must complete the *Stage two – appeal to awarding organisation* section of the form, including electronic signature and date. The form should be saved and returned to the school as an email attachment.
- The school will then submit the appeal on the student’s behalf according to the requirements of the awarding organisation to which it is being submitted.
- The awarding organisation will determine the grade at 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 provided by **post** to the student by the school ***without delay/as soon as reasonably practical*** after the outcome letter from the awarding organisation is received.
- Should the student still remain concerned their grade was 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 Service (EPRS).

**Note** - 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 to the original grade you received on results day. For more information please refer to the Department for Education’s blog <https://dfemedia.blog.gov.uk/2021/06/09/exam-appeals-what-can-i-do-if-i-think-my-grade-is-wrong-how-do-i-appeal-what-will-happen-if-i-appeal-your-questions-answered/>

## Deadlines to submit a request

### Priority appeal<sup>3</sup>

**16 August 2021** – deadline for a student to request a Stage 1 - centre review.

**23 August 2021** – deadline for a student to request a Stage 2 – appeal to awarding organisation.

### Non-priority appeal

**3 September 2021** - deadline for a student to request a Stage 1 - centre review.

**17 September 2021**– deadline for a student to request a Stage 2 – appeal to awarding organisation.

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<sup>3</sup> 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. You will need to provide in the request form(s) your UCAS personal ID code which is included in all correspondence from UCAS. This is needed to confirm that a student’s place is dependent on the outcome of the appeal. 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.