



## DUDLEY ACADEMIESTRUST

### Summer 2021 Examinations Grade Appeal Procedure

Issue number:	001
Responsible:	Compliance & Safeguarding Officer
Approved by:	Chief Operating Officer
Date:	August 2021
Review date:	August 2022



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## Learners Will Be Able To Appeal Their Grades

Learner examinations due to be held in summer 2021 were disrupted by the coronavirus (COVID-19) pandemic. Learners who were not able to sit for their exams will now receive teacher-assessed grades (TAGs).

To ensure a fair and robust system, learners – including private candidates – can appeal TAGs if they have reason to believe their awarded grade has been given incorrectly or unfairly.

For all appeals, we will follow the [JCQ appeals guidance](#).

If you have any questions, please contact Ms E. Adeoye: [eadeoye@stjamesacademy.org.uk](mailto:eadeoye@stjamesacademy.org.uk)

## There Are 2 Types of Appeal

Learners who wish to appeal their grade may do so in two stages:

**Stage 1** is a **centre review**. This is conducted internally by the academy.

Learners can request a **stage 1-centre review** if they think there has been a:

- **Procedural error** – this means the academy has failed to follow its procedures properly or consistently in arriving at that result; or
- **Administrative error** – this means the academy has made an administrative error in relation to the result.

**Stage 2** is an **awarding organisation appeal**. This is submitted by the academy on the learner's behalf to the examination-awarding organisation.

Learners can submit a **stage 2 awarding organisation appeal** if they think:

- The academy did not follow its procedure properly or consistently in arriving at the result, or during the centre review
- The awarding organisation made an administrative error in relation to the result
- The academy made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of that grade from the evidence.

**Learners should not submit a stage 2 appeal unless they have completed a stage 1 centre appeal and the relevant results day has passed.**

## How to Submit an Appeal

### Stage 1 Centre Appeals

To begin their appeal, learners will need to fill out the template form from [Appendix B](#) on **page 31** of the JCQ Guidance '[A Guide to appeals processes summer 2021](#)'. They should **complete section A of the form and leave section B blank**. Completed request forms should be sent to **St James Academy: [general@stjamesacademy.org.uk](mailto:general@stjamesacademy.org.uk)**.

### Stage 2 Awarding Organisation Appeals

Stage 2 can only be made once a stage 1 appeal has been completed.

To request a stage 2 awarding organisation appeal, learners will need to fill out the template form from [Appendix B](#) on **page 34** of the JCQ Guidance '[A Guide to appeals processes summer 2021](#)'. They should **complete section A of the form and leave section B blank**. Completed request forms should be sent to [eadeoye@stjamesacademy.org.uk](mailto:eadeoye@stjamesacademy.org.uk)

The academy will then send the form to the awarding organisation on your behalf, and inform learners when this has been done.

**Please note the awarding organisations will only accept appeals from the academy, and not directly from learners or parents/carers.**

## How the Academy Will Process Appeals

All learner requests for a **stage 1 centre review** will be accepted and processed by the academy. As part of our review, we will consider:

- The reason presented by the learner for the review, where this has been specified and any evidence provided by the learner about issues that were not known about at the time the grade was determined
- The academy's approved policy and whether it was followed properly and consistently
- The evidence used to determine the learner's grade
- Any relevant assessment records detailing for the learner any amendments to the range of evidence used for the cohort and, where applicable, steps taken to address any known mitigating circumstances/special consideration or approved access arrangements/reasonable adjustments
- A record that the grades had been signed off by at least two teachers in the subject, one of whom was the head of department/subject lead or principal where there was only one teacher in the department/subject
- The record, where it exists, of any relevant pre-results communications between the academy and learner (for example, where a learner has raised mitigating circumstances earlier in the process)
- Relevant administration records.

It is possible for a procedural failure or an administrative error to be identified but for **no change** to be made to the learner's grade. It is also possible for grades to be **raised** or **lowered** as the result of an appeal.

Where advance procedural and administrative checks have been carried out before an appeal (as part of the academy's quality assurance process), the checks will not be repeated if the appeal is based on issues already addressed by the checks, and records of this are available for the awarding organisation.

A list of evidence required for **stage 2 appeals** is available in [Appendix C](#) of the JCQ Appeals Guidance.

The checklist will be completed by the academy and, where possible, will be submitted along with the evidence at the time of the appeal.

In cases where an appeal is made based on an awarding organisation's administrative error, the appeal only needs to show that the grade submitted by the centre is different to the grade given by the awarding organisation.

The grounds upon which an appeal is made will affect the evidence and rationale required:

- Appeals made on the grounds of a general procedural check or on the grounds that there has been an unreasonable exercise of academic judgement in the determination of the grade from the evidence **do not** require submission of an explanation
- Appeals made on the grounds of a procedural check in relation to mitigating circumstances or access arrangements/reasonable requirements **do** require submission of an explanation
- Appeals made on the grounds of an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade **do** require an explanation of the learner's concerns
- Appeals made on the grounds of an administrative error **do** require an explanation of the perceived error

## Determining the Outcome of an Appeal

Appeals can result in a learner's grade being raised, staying the same, or being lowered.

### Stage 1 Appeals

After considering stage 1 centre appeals, the academy will complete section B of the JCQ form. In cases where the appeal seeks a grade change, the form will be reviewed and signed off by a member of the academy senior leadership team (SLT) and checked by **Ms E Adeoye**. The completed form will then be sent back to the learner.

In cases where the academy identifies an error with the grade submitted to the awarding organisation, we will submit a changed grade with any required evidence to the awarding organisation. The grade will only be changed if the awarding organisation agrees that the change is appropriate.

### Stage 2 Appeals

Stage 2 awarding organisation appeals will either be rejected or upheld in whole or in part. An appeal being upheld (allowed) does not in itself mean a learner's grade will be changed.

In cases where 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 TAG,

They will direct the academy to review the TAG. The academy will then report to the awarding organisation if we believe a grade should be changed. The organisation may also impose a change.

When appeals are made on the grounds of procedural error, they will be evaluated by an awarding organisation staff member or an independent reviewer appointed by the awarding organisation. The awarding organisation will then report any grade change to the academy,

following any final quality assurance checks. The academy will also be told the reason for any decision.

Should the awarding organisation identify an unreasonable exercise of academic judgement, an independent reviewer appointed by the awarding organisation will determine the alternative grade. The awarding organisation will then report the revised grade and outcome of the appeal, with reasons, to the academy

We will share the outcome of the awarding organisation appeal, and where appropriate the next stage of the process, with learners promptly.

## Key Dates for Appeals

12 <sup>th</sup> August to 3 <sup>rd</sup> September	Window for learners to request a stage 1 centre review
12 <sup>th</sup> August to 10 <sup>th</sup> September	Centres (the academy) conduct centre reviews
12 <sup>th</sup> August to 17 <sup>th</sup> September	Centres (the academy) submit appeals to awarding organisations

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

## Contact the Academy

Ms E Adeoye: [eadeoye@stjamesacademy.org.uk](mailto:eadeoye@stjamesacademy.org.uk)

## Further Guidance to Inform and Implement Appeals Procedures JCQ Publications

### JCQ Publications

- [General Regulations for Approved Centres](#)
- [Post-Results Services](#)
- [JCQ Appeals Booklet](#)
- [Notice to Centres – informing candidates of their centre assessed marks](#)

### Ofqual Publications

- [GCSE \(9 to 1\) qualification-level conditions and requirements](#)
- [GCE qualification-level conditions and requirements](#)
- [Learner guide to awarding: summer 2021 \(publishing.service.gov.uk\)](#)