

Dear Parents/Carers

Please find below important information about the awarding of grades this summer and the appeals process, should you or your child believe that the grades have not been awarded fairly.

### 1. How were grades were arrived at this year?

This summer, grades were based on Teacher Assessed Grades (TAGs). TAGs were submitted to the exam boards by assessing students' performance in a subject, followed by a rigorous process of moderation and quality assurance.

These grades will then be approved by the relevant exam board, following external quality assurance checks.

The exam board have requested some Evidence Folders and after a review of these, the board may ask us to submit an alternative grade. Any changes to the TAGs we submitted will be conducted by professional teachers or reviewers.

Please note that this year, no grades will be changed as a result of an algorithm.

### 2. What do I do if I'm not happy with my child's grade?

All students have the opportunity to appeal their grade if they meet the eligibility criteria (see part 3).

It is extremely important to note that an appeal may result in a grade being lowered, staying the same or going up. Therefore, in the case of a grade being lowered after an appeal, it is the lower grade that will stand.

### 3. What are the grounds for appeal?

There are four grounds for an appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

- You think that we have made an **administrative error**. An example of this is that the wrong information was input into the spreadsheet.
- You think that we have made a **procedural error**. This means that we haven't properly followed our own process, as approved by the exam board. An example of this would be that extra time should have been given for assessments, but that this wasn't given in a certain subject.
- You think the **academic judgement on the selection of evidence was unreasonable**. This means that the evidence used to grade you was not reasonable and that you think that other educational professionals acting reasonably, would have used the same evidence. *Please note that every school has used different forms of evidence.*
- You think the **academic judgement on the grade you were given was unreasonable**. This means that you think that other educational professionals acting reasonably, would have come up with the same grade.

### 4. What should I do before appealing?

Students must read the JCQ Student and Parent guide before appealing, which will be available on the JCQ website by results days, [JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf](#). We may not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in

normal years, as we have already moderated and quality assured all the grades ourselves.

## 5. What are the two stages of an appeal?

All appeals, on any of the grounds above, must first go through a centre review.

Priority Appeals and all GCE and BTEC Level 3 appeals are on Page 5 Stage 1 (a) – please indicate, where stated, if this is a Priority appeal for a University placement.

Non Priority Appeals, GCSE and BTEC Level 1 & 2 appeals are on Page 6 Stage 1 (a)

At this stage, we will check for any administrative errors, and check that our policies and procedures were followed correctly. Our policy has already been approved by the exam boards, so we are only ensuring that we followed this properly.

The outcome of the centre review will be communicated to students when made.

At the centre review stage, if we find that a grade should go down or up, we will ask the exam board to change it. They will then consider this request.

Following the outcome of a centre review, students may still choose to pursue an **awarding organisation appeal (Stage 2)**. They must fill in the form below, which we will then send on their behalf to the exam boards. Students and parents cannot send appeals directly to the exam board themselves – it must come from us.

The outcome of the awarding organisation appeal will be communicated to students when made.

Please ensure that you meet the deadline for the appeals process (see page 3).

## 6. What is a priority appeal?

### ***Priority Appeals are for A level and BTEC Level 3 Students only***

Priority appeals will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of 8 September.

Priority appeals are only open to **A level students starting university this autumn, who have missed out on the conditions of their firm or insurance offer.**

If you decided not to confirm a firm conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal.

JCQ cannot offer priority appeals for GCSE students, unfortunately.

When making a priority appeal, students will have to include their UCAS number so it can be confirmed that it is a genuine priority appeal. 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

### **What should I do if I don't get into my first choice of university?**

First, don't panic. Speak to a member of staff (Ms Pazcynski and Mr Hussain) about your options. You may wish to go through clearing, or sit the autumn exams or summer exams next year to try to improve your grade.

If you are going to appeal your grade, you must let your university know you are appealing. They will then let you know whether they will hold a place for you pending the outcome of an appeal (note that universities are not obliged to hold a place for you; this is at their discretion).

## **7. If I appealed, will Evidence Folders be remarked by independent reviewers?**

Independent reviewers **will not** remark or grade students' evidence. Instead they will look to see whether any educational professional would have arrived at the same grade.

## **8. How do I make an appeal?**

Following results days, students should fill in the Stage 1 of the schools Appeals application sarahdodd@stepneygreen.towerhamlets.sch.uk .

### **9(a) What are the deadlines for priority appeals?**

Students cannot appeal before results day on 10 August

- We will attempt to complete the centre review by Friday 20th August. If students wish to progress this to an awarding organisation appeal, they must send the completed form to us by 23rd August for priority appeals.
- At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g. subject teachers, SEND knowledge). This may not be possible in August. In such cases, we may have to wait until the start of term, but priority appeals will still be treated as a priority.

An awarding organisation appeal must be submitted to the centre first and then the centre will submit it to the awarding organisation

### **9(b) What are the deadlines for non-priority appeals?**

Non-priority appeals are:

- A levels and BTEC Level 3 where a university place is not pending
- GCSEs
- Vocational qualifications BTEC level 1 & 2

The deadline for submitting a centre review is Friday 3rd September; and the deadline for submitting an awarding organisation appeal is Friday 10th September.

### **9(c) APPEAL DEADLINES DATES**

To help with the turnaround of appeal's please do not leave it until the deadline day to request an appeal.

#### **PRIORITY APPEALS**

**DO NOT DELAY IN COMPLETING STAGE 1 IF YOU WISH TO APPEAL YOUR A LEVEL GRADE FOR YOUR UNIVERSITY PLACE!**

##### **STAGE 1 DEADLINES**

- Appeal Stage 1 (a) – student to fill out page 1 and return to school from Tuesday 10<sup>th</sup> August to Monday 16<sup>th</sup> August.
- Appeal Stage 1 (b) – once stage 1 (a) has been received by the school, we will review and reply to the student from Tuesday 10<sup>th</sup> August to Wednesday 18<sup>th</sup> August.

##### **STAGE 2 DEADLINES**

- If the student still wants to appeal further, then they will need to fill in the form for Stage 2 pages 8 & 9 and this will need to be submitted to the school by Thursday 20<sup>th</sup> August @ 3.30pm

## **NON PRIORITY APPEALS**

### **STAGE 1 DEADLINES**

- Appeal Stage 1 (a)– student to fill out page 1 and return to school from Thursday 12<sup>th</sup> Aug to Fri 3<sup>rd</sup> September
- Appeal Stage 1 (b) – the School will review and reply to the student from Friday 3<sup>rd</sup> Sept to Fri 10<sup>th</sup> September

### **STAGE 2 DEADLINES**

- If the student still wants to appeal further, they will need to fill in the form for Stage 2 pages 8 & 9 and this will need to be submitted to the school by Thursday 16<sup>th</sup> Sept @ 3.30pm. Please note this is a strict deadline and forms cannot be processed after this date.

## **10. The school know the students grades why can't students / parents be told**

We are forbidden from disclosing the Teacher Assessed Grades to any third party, including students and parents, until results days. Any teacher or member of staff who does this is committing exam malpractice.

Although students may have been given marks or grades on single pieces of evidence, we cannot disclose the final submitted TAG.

During the external quality assurance process taking place in June or July, our submitted TAGs may be moved up or down. This will always be done through human agency, not by an algorithm.

Students can only be told their Grades on Results day!

GCE/ AS / BTEC Level 3 – Tuesday 10<sup>th</sup> August 2021

GCSE / BTEC Level 1 & 2 – Thursday 12<sup>th</sup> August 2021

## **11. What will be the outcome of an appeal?**

At either stage of the appeals process (see 'What are the two stages of an appeal?' see section 5), a student's grade may go down, stay the same, or go up. When placing an appeal the student will have to sign a declaration saying that they accept the fact their grade may go down and they may get a lower grade than their original TAG. (See Stage 1 to 2 appeals form).

Kind regards

Mr P Bhutta

Headteacher



**STAGE 1 (a) – STUDENT REQUEST** This section is to be completed by the **student**. A request for a school (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.

<b>Full Name:</b>	
<b>Reg. Group:</b>	
<b>Candidate No:</b>	

<b>Email</b>	
<b>Contact No:</b>	

<b>Subject:</b>	<b>Grade Awarded</b>	<b>Grade Expected</b>

<b>Is this a priority appeal (see below)? Tick ✓ Yes or No</b> The <b>deadline</b> for me to request a Centre <b>Priority Review</b> be made by <b>Friday 16<sup>th</sup> August 2021</b>	YES		NO	
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.	<b>If this is a priority appeal, please provide your UCAS No:</b>			

<b>Grounds for centre review</b> 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			
<b>Administrative Error by the centre</b> e.g. the wrong grade/mark was recorded against an item of evidence		<b>Procedural Error by the centre</b> e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	

<b>Supporting evidence</b> 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 on pages 1 to 4 of this document**.

In submitting this review, I am aware that:

- 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**STAGE 1 (a) – STUDENT REQUEST** This section is to be completed by the **student**. A request for a school (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.

<b>Full Name:</b>	
<b>Reg. Group:</b>	
<b>Candidate No:</b>	

<b>Email</b>	
<b>Contact No:</b>	

Subject:	Grade Awarded	Grade Expected

**Please note that GCSE students cannot make 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.

**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

**Procedural Error by the centre**

e.g. a reasonable adjustment / access arrangement was not provided for an eligible student

**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 on pages 1 to 4 of this document**.

In submitting this review, I am aware that:

- 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## STAGE 1 (b) - CENTRE REVIEW OUTCOME

This section should be completed by the centre and shared 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		Not Upheld		Partially Upheld	
Original Teacher Assessed Grade			Revised Teacher Assessed Grade If applicable		
Information considered by the centre: Please provide a short explanation of the evident that you have reviewed. There is a 5,000 character limit.					
Rationale for the outcome of the centre review: Outline the centres 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 <b>must</b> be completed in every case. Boxes 3 and 4 need to 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			





**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 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 qualifications 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 **being lowered, remaining the same, 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 centre.

Student Name: .....

Student Signature: .....

Date: .....