



Post Result / Appeal Policy

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Introduction

The procedure detailed in this policy is to allow students to request an appeal into their June (summer) 2021 exam results in line with the guidance for both general and vocational exams, as stated by Ofqual and the Joint Council for Qualifications (JCQ) following on from the government's decision to cancel all June (summer) 2021 exams.

The appeals process for summer 2021 allows students to appeal their grade where they believe there has been an error. They **must** first ask their centre (Poltair School) to review whether an administrative or procedural error has been made. The JCQ student guidance for appeals can be viewed at <https://www.jcq.org.uk/summer-2021-arrangements/> or via Poltair School website ahead of results day.

The policy detailed below is intended to support the appeal process, as stated by Ofqual for the June (Summer) 2021 series **only** and normal post results procedures will take place for future exam seasons including any additional Autumn Exams Series in 2021.

Result Download Appeals

If the centre identifies an error with the grade it submitted to the awarding organisation on results download day, we will submit a revised grade with rationale for the grade change to the awarding organisation in line with *Appendix D* in the *JCQ A Guide to Appeals Processes Summer 2021 Series* guidance.

If the awarding organisation is satisfied with the rationale presented by the centre **and** it considers it is appropriate to correct the result, it will issue a revised grade. The centre, in most cases, will automatically appeal on behalf of the student whether a request for a centre review was requested or not.

Results Day Appeals

Once you have received your results, if, you believe there has been an error with the result given there is an option to appeal the grade given. This takes place in two stages in line with the *JCQ A Guide to Appeals Processes Summer 2021 Series*

- Stage one – Centre review
- Stage two – Appeals to the awarding organisation

Appeals Timeline

- 31st August 2021 – Request for Centre Review window **opens**
- 3rd September 2021(9am) – Request for Centre Review window **closes** (completed and signed *JCQ – Optional Student request Form for centre Reviews and Appeals to Awarding Organisations* forms must be received by this date and time)
- 3rd September 2021 to 10th September 2021 – Centre Reviews take place and outcomes communicated to students
- 10th September 2021 – Request for an Appeal to the Awarding Organisation window **opens**
- 17th September 2021(9am) – Request for an Appeal to the Awarding Organisation window **closes** (appeals can take up to 42 calendar days for the publication of the outcome)

Appeal Process

If a student wishes to appeal a grade the following process will take place:

Stage One – Centre Review

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

- Failed to follow its procedures (Centre Policy) properly or consistently in arriving at that result or
- Made an administrative error in relation to the result

How do I Appeal?

If a student feels an appeal is required, they will be asked to complete a *JCQ – Optional Student request Form for centre Reviews and Appeals to Awarding Organisations* (Appendix B, Stage one) which will include a permission statement for the initial Centre Review and will need to be signed by the student. Parents/carers **will not** be able to appeal or sign the form on behalf of the student. The completed form can be sent to the exams officer via post or email exams@poltair.cornwall.sch.uk.

Students who do not have computer access will be able to contact Mrs Kellow, Assistant Headteacher to discuss any concerns they have in the first instance.

The Outcome of the Appeal

The centre will follow the process stated in the *JCQ A Guide to Appeals Processes Summer 2021 Series* to deliver a Centre Review on the qualification stated on *JCQ – Optional Student request Form for centre Reviews and Appeals to Awarding Organisations* (Appendix B, Stage one).

The outcome of the review may result in the student's grade remaining the same, being lowered or raised once the outcome from the appeal has been published.

Once the centre review has taken place the centre will update the student on the outcome via letter or email by the 10th September 2021.

Stage Two – Appeals to the Awarding Organisation

After the Centre Review has been completed and the outcome communicated, any student, who considers that there has been a procedural error, an administrative error 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.

The centre must submit an appeal to the awarding organisation if the student considers that:

- The centre 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 (If the candidate is dissatisfied with the outcome of the centre review into an alleged administrative error by the centre, the candidate should appeal on the basis that the centre has failed to follow the review procedure properly or consistently)
- The centre 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.

The information the Awarding Organisation will require from a student when an Awarding Body appeal is submitted includes:

- What they consider the centre failed to do, why that was a failure to follow the centre's procedures, and why that failure was important to the determination of the Teacher Assessed Grade
- In what way they consider the Awarding Organisation made an administrative error, and what difference it made to the determination of the Teacher Assessed Grade
- In what way they consider there was an unreasonable exercise of academic judgement:
 - in the selection of evidence used to determine the Teacher Assessed Grade
 - in the determination of a Teacher Assessed Grade from the selected evidence.

How do I Appeal?

All requests for an Awarding Body appeal must be made directly to the centre which submitted the grade (Poltair School), the Awarding Body appeals will be processed between 10th September 2021 and 17th September 2021 via the completion of the *JCQ – Optional Student request Form for centre Reviews and Appeals to Awarding Organisations* (Appendix B, Stage two).

Stage two appeals will not be granted where a centre review has not already taken place and the outcome received.

Once the appeal has been submitted to the awarding organisation, we will confirm this to you in writing via email or letter.

Awarding Body appeals can take up to 42 calendar days for the outcome to be communicated back to the centre. Once confirmation of the outcome of the appeal has been communicated to the centre we will confirm this to you in writing via email or letter.

The Outcome of the Appeal

If the Awarding Body does not accept the application for appeal then reasons for this will be communicated to the centre and the student updated on the outcome of their appeal via email or letter.

Once accepted, the case will either be rejected (disallowed) or upheld (allowed) in whole or in part. The fact that an appeal has been upheld (allowed) will not necessarily result in a grade change for the student.

The outcome of the appeal may result in the student's grade remaining the same, being lowered or raised once the outcome from the appeal has been published.

The centre will share the outcome of the awarding organisation appeal, and where appropriate the next stage of the process with the student via email or letter.

Exam Procedures Review Service

Following the conclusion of the awarding organisation's appeal process, a student who remains concerned their grade was incorrect may be able to apply for a procedural review to the Exam Procedures Review Service (EPRS) from the relevant regulator. The regulators will provide further details about the EPRS processes for summer 2021 before results day 12th August 2021), these will be available on Poltair School's website once released.

Additional Information

The following additional information is available on Poltair School's website <https://www.poltairschool.co.uk/index.html> This additional information will help you to decide if you need to appeal any of your summer 2021 teacher assessed grades.

- Ofqual – How GCSE's AS and A levels will be awarded in summer 2021
- Ofqual – How vocational and technical qualifications will be awarded in 2021
- Poltair School – Centre Policy
- Poltair School – Evidence used to determine grades
- Poltair School – Appeals Policy
- JCQ – Guidance for students and parents Summer 2021
- JCQ – A guide to appeals processes Summer 2021
- JCQ - Centre review student request form (Appendix B)
- BTEC Appeals Summer 2021 (guidance)