



## Arrangements for appeals 2021

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

Beths Grammar School will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Beths 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 Exams Officer, Ms Anderson to check if an administrative or procedural error has occurred
- The Exams Team, located in ICT 1 and 2 on results day and in the Exams Officer thereafter will provide you with a hard copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals to be completed*. In the event of not being able to collect one in person, an email must be sent to [Exams@beths.bexley.sch.uk](mailto:Exams@beths.bexley.sch.uk) from the students **school email address**. For security reasons personal email accounts will be ignored.
- On receipt, the student should read the important instructions, fully complete *section A. Student request* of the *Stage one – centre review* form including signature and date.
- **A Level students** should clearly identify if their appeal is a priority. This means a student has **not been accepted to their firm choice university**.
- The form should then be handed to a member of the Exams Team. If using email, the form should be saved and returned as an email attachment and sent to the address above.
- 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 Exams Officer will complete *section B. Centre review outcome* of the form and ask with the student to come and collect this from the school reception or Exams Office 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 Exams Officer 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
- It is important to note that a Stage 1 appeal does not review the academic judgements of the staff to arrive at the Teacher Assessed Grade. This is only a procedural and administrative check.

### 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 Exams Officer to proceed with an appeal to the awarding organisation on their behalf.
- To proceed, the student must collect or email the exams account to obtain the *Stage two – appeal to awarding organisation* section of the form, including (electronic) signature and date.
- **A Level students** should clearly identify if their appeal is a priority. This means a student has **not been accepted to their firm choice university**.
- The form should be handed to the Exams Officer or saved and returned as an email attachment. Again, only school email accounts will be responded to.
- The Exams Officer 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 via email to the **student’s school email account** by the Exams Officer as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.
- Should the student still remain concerned their grade was incorrect, they may be able to apply for a procedural review directly to the Exam Board.
- 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 back 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>1</sup>

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

**20 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>1</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 20 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.