



BISHOP CHALLONER CATHOLIC COLLEGE

June 2021

Dear Parent/Carer and Students,

Appeals Process 2021

In our previous correspondence of 8th June 2021 we summarised the numerous steps involved in the process of awarding grades this summer.

The purpose of this letter is to summarise the numerous steps involved in the Appeals process following the publication of A level results on Tuesday 10th August and GCSE results on Thursday 12th August.

As before, it does so by setting out a series of questions and how Bishop Challoner Catholic College will respond to each one.

What do I do if I am not happy with my grade?

All students will have the opportunity to appeal their grade.

Before deciding whether or not to appeal a grade, it is really important that you understand that an appeal may result in a grade being:

- Lowered
- Unchanged
- Increased

So if a student puts in an appeal and their grade is lowered, they will receive the lower grade.

You should also remember that, subject to availability, you have the option to resit GCSEs, A levels and some AS levels in the autumn term. The design, content and assessment of these papers will be the same as in a normal year.

What are the grounds for an appeal?

There are a number of grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

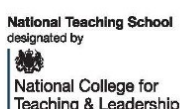
- You think the school has made an **administrative error**. An example of this would be the school submitting the wrong information to the awarding organisation.
- You think the school has made a **procedural error**. This means we have not properly followed our Centre Policy process, as approved by the awarding organisation. An example of this would be where you have been told you should have received extra time for assessments but this was not given in a certain subject(s).

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- You think the academic judgement on the selection of evidence was **unreasonable**. This means you think the evidence used by the school to grade you was not reasonable.
- You think the academic judgement on the grade you were given was **unreasonable**.

Stages of an appeal

There are **two** stages to a student appeal

- Stage 1 – **Centre Review**
- Stage 2 – **Awarding Organisation Appeal**

Stage 1 - Centre Review:

All appeals must first go through a Centre Review. At this stage, the school will check for any **administrative** errors, and check that our policies and **procedures** were followed correctly. Our policy has already been approved by awarding organisations, so we are only ensuring that we followed our procedures correctly.

The outcome of the Centre Review will be shared with you when we have completed it.

At the Centre Review stage, if the school finds that a grade should go up or down, we will ask the awarding organisation to change it. **They will then consider this request.**

Stage 2 - Awarding Organisation Appeal:

Following the outcome of a Centre Review you may still choose to pursue an Awarding Organisation Appeal. If you wish to pursue this route the school will fully support you in this and send the request on your behalf to the awarding organisation.

The outcome of the Awarding Organisation Appeal will be communicated to students when made.

What Paperwork is used in the Appeals Process?

At each stage of the Appeals Process students are required to complete a form. Students themselves must fill in the forms. Students and parent/carers cannot send appeals directly to the awarding organisation themselves – it must come from the school.

The paperwork required in the appeals process can be found at the following link:

https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf

Stage 1 - Centre Review.

Student completes page 2 of the link above. This is the Stage 1 Review Form.

The school completes page 3 of the link above. This is the outcome of the Centre Review

Stage 2 – Awarding Organisation Appeal

Student completes pages 4 and 5 of the link above. This is the Stage 2 Review Form.

The school will then submit this to the awarding organisation on the student's behalf



What is a priority appeal?

Priority appeals are only available to Year 13 students starting university this autumn and who have missed out on the conditions of their firm choice, i.e. the offer they accepted as their first choice. Priority appeals are not available to Year 11 GCSE students.

As a Year 13 student, if you decided not to confirm a firm conditional offer and decided to go through clearing instead, JCQ **cannot** offer you a priority appeal and neither can the school.

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. We will help you with this.

The paperwork required in a priority appeal is the same paperwork described above.

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

The very first thing to do is not to panic. Speak to a member of the 6th form team about your options. You may wish to:

- go through clearing
- priority appeal the grade(s) awarded
- sit the autumn exams or summer exams the following year to try to improve your grade(s).

If you are going to priority appeal your grade, you **must** let your university know you are priority appealing. They will then let you know whether they will hold a place for you pending the outcome of an appeal. However, please understand that universities are **not obliged** to hold a place for you – it will be up to the individual university.

What are the deadlines for priority appeals?

The suggested deadline for you requesting a priority appeal, and thus completing page 2 in the above link, is **Monday 16th August**.

The school will do its utmost to complete the Centre Review, which is page 3 in the above link, by **Friday 20th August**.

If you then wish to progress this to an Awarding Organisation Appeal, i.e. stage 2 of the appeals process, you must send the completed form on pages 4-5 in the above link to us by **Monday 23rd August**.

At this point it is important to point out that at both stages of the priority appeals process, there may be the need for specialist, expert knowledge, i.e. subject teachers and/or a member of the school's SEND team. Meeting the 20th August deadline *may* not be possible as a result of staff availability in the days after the publication of A level results. Please be assured though that priority appeals will still be treated as a priority though.



What are the deadlines for non-priority appeals?

Non-priority appeals are any A levels, GCSEs or Vocational qualifications, where a firm university place is not pending.

The deadline for submitting a Centre Review is

- **Friday 3rd September**

The deadline for submitting an Awarding Organisation Appeal is

- **Friday 10th September.**

Appeals received after these dates may still be considered.

What should I do before appealing?

Students must read the JCQ Student and Parent guide before appealing, which will be available on the school website and the JCQ website by Results Days on 10th August and 12th August respectively.

The school 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.

However, please be assured that we will support you through the appeals process if this is the course of action you decide to take.

Please do remember however, that appeals may result in a grade awarded by the awarding organisations which is **lower** than the grade given by the school. This is something we ask all of our students to consider.

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 grade awarded by the school.

I hope you have found this letter informative and that it answers any questions you may have regarding the appeals process

If you do have any questions please contact Mrs Houldcroft, our Examinations Officer at:
l.houldcroft@bishopchalloner.bham.sch.uk

We will write to you again shortly providing you with details and arrangements in relation to:

- Results Day – A levels and GCSE
- More information on the Appeals Process

Thank you for your continued support