

Summer 2021 Appeals Procedure

Appeals against teacher assessed grades (TAGs)

Reviews of evidence used to generate the grade

(GCSE, BTECs and Cambridge Nationals)

Carr Hill High School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with our Centre policy which has been reviewed by the awarding organisations.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Carr Hill High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. All work used as evidence for these grades has been subject to a rigorous moderation and standardisation process.

Stage one - Appeal for review of evidence by the centre.

You may appeal the grade given for a subject if you don't think you have been given the correct grade. In deciding whether or not to appeal you may request the following pieces of information by emailing Miss A. Jordinson (Deputy Head teacher) ajordinson@carrhill.lancs.sch.uk

1. The centre policy
2. The sources of evidence used to determine the grade along with the marks achieved
3. Details of any special circumstances e.g. access arrangements or other arrangements made for illness.

If you decide to appeal you must complete the appeal form on the website and return that via email or post to Miss A. Jordinson (Deputy Head teacher). Please ensure that you tick the box on the form if this is a priority appeal.

Priority appeals are when a college place or other next step is affected by the outcome of the appeal. All other appeals are non-priority. The written consent of the candidate is required in order for Carr Hill to conduct an appeal.

ajordinson@carrhill.lancs.sch.uk

Priority Appeals window – 10th August to 7th September

- 12th August to 16th August: student requests centre review
- 12th August to 20th August: centre conducts centre review

Non-priority Appeals window - 10th August to end October

- 12th August to 3rd September: student requests centre review
- 12th August to 10th September: centre conducts centre review

APPEALS THAT ARRIVE IN SCHOOL AFTER THE 3RD OF SEPTEMBER WILL NOT BE CONSIDERED.

On receiving an appeal regarding a grade the centre will undertake to complete the following actions

1. Check that there have been no administrative errors e.g. have all assessment marks been recorded correctly.
2. Check all procedures have been followed correctly e.g. have assessments been quality assured, have access arrangements been followed.

Carr Hill will inform the candidate of the outcome of their appeal in writing as soon as possible and within the timeline set out above.

Stage 2: Appeal to the exam board

If you still don't think you have the correct grade after the centre review is complete, you can ask Carr Hill to appeal to the exam board, who will review whether

- the school or college made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence
- the school or college did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.
- the exam board made an administrative error, e.g. they changed your grade during the processing of grades.

Priority Appeals window – 12th August to 7th September

- 16th August to 23rd August: centre submits appeal to the exam board

Non-priority Appeals window - 12th August to end October

- 16th August to 17th September: centre submits appeal to the exam board

Carr Hill requires the written consent of the candidate in order to submit and appeal to the exam board on their behalf.

The exam board will inform the school of the outcome of appeal who will then inform the candidate.

It's important to remember that your grade can go down, up or stay the same through either stage of the process.

Stage 3: Ofqual's Exam Procedure Review Service

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

Miss A. Jordinson
Deputy Head teacher

Useful References for candidates:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/986351/21-6780_Student_guide_to_awarding_in_summer_2021_-_accessible.pdf

<https://www.icq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf>