



Holy Family Catholic High School

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Headteacher: Mr M Symes BA(Hons), NPQH

Friday, 23 July 2021

Dear Parent

RE: Holy Family Catholic High School Appeals Procedure

While I am optimistic that, overall, the students will be awarded the grades that reflect the commitment and hard work during the duration of their courses, there is a mechanism for appealing grades should a student believe there has been an error. This letter sets out the procedure, set up by Ofqual and the examination boards, for appeals.

Ofqual has produced a summary and I would encourage you to read it fully before considering an appeal.

<https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021/student-guide-to-awarding-summer-2021-html#what-to-do-if-you-think-your-grade-is-wrong>

There is a clear two-step process outlined below:

Step One – Centre Review

If a student feels the grade is incorrect, the first step is to request a centre review to ensure that there has not been an administration error by the school or the examination board. This is an informal review of the data and can be completed quickly by the school.

Step Two – Appeal

If the school or exam board have not made an administration error, but the student believes the grade is incorrect, the student may request a formal appeal to the examination board. If requested, the school will submit this appeal on the student's behalf. The school will provide evidence of the awarding procedure and submit the evidence that was used to award the grade.

In making the appeal, student must indicate which one of the following has been made:

- the school has made an error in applying its own procedure for determining grades.
- the school did not make a reasonable judgement about which evidence to use to determine the grade.
- the school did not make a reasonable judgement about the grade based on the evidence gathered.

If the examination board finds that unfair consideration was given, the examination board may adjust the grade up or down. If they find that the procedure and the evidence was used in a reasonable way, the original grade will be upheld.

Please note that the amended grade may be higher or lower than the one originally given by the school.

Deadline for appeals – priority appeal

This is only for Year 13 students applying for higher or further education who do not get their first choice destination.

Centre review – Monday 18th August

Appeal – Friday 20th August

Deadline for all other appeals

Centre review – 9.00am Friday 3rd September

Appeal – Monday 13th September

Important things to consider in making an appeal

- *The appeals process is an important safety net if there is clear evidence that something went wrong when a grade was determined.*
- *The grade may remain the same, go up or go down.*
- *A grade will be changed if there was an error in submitting the grade, or the grade given could not have been reasonably reached based on the evidence provided.*

For both centre reviews and appeals, students must complete the relevant form and submit it to our examinations officer by the deadline on this email address examappeals@holyfamilyhighschool.co.uk

I trust this information was helpful and look forward to seeing you on results day.

Yours sincerely

Mrs K Parker

Deputy Head Teacher, Standards and Curriculum