

## Summer 2021 Appeals

### Concerns about your results

When you receive your results, if you think that a grade is incorrect, there is an appeals system in place.

Also, if you wish to improve your grade, there is a special Autumn 2021 exam series (for GCSE & A Level) and you may request to be entered. Entry deadline will be early September 2021 for A Level and early October 2021 for GCSE. We will provide full details about entries on results day August when we have received more information from the examination boards.

### Appeals – Arrangements (from JCQ)

**Objective of the Appeal process** - The appeals system is in place as a safety net for exceptional circumstances, and to fix any genuine errors that were not identified earlier in the process, but as in a normal year, grades may be lowered, raised or remain unchanged as a result of an appeal.

### **Information to assist consideration of appeal**

As per JCQ Appeals Guidance Summer 2021, before requesting a review, students will need access to the following information on/before results day:

- the centre policy (emailed on 18/06/2021 and available on Knutsford Academy Website under “Exam Information”)
- the sources of evidence used to determine the student’s grade were posted home on 7/6/2021
- confirmation of the sources of evidence and the marks/grades associated with them \*
- confirmation of any special circumstances that have been considered in evidence used in supporting the grade, (g. access arrangements/reasonable adjustments or mitigating circumstances such as illness\*)

*\* This information will be available on results day if required.*

### **Appeals process summary**

There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the exam board

**NOTE: Stage 1 MUST be completed before going to Stage 2**

If you think a grade is incorrect when you receive your results, you can firstly request a centre review (stage 1 appeal) – an internal review where we check for any errors (administrative or procedural). If we identify an error in the grade, we can submit a revised grade and a supporting rationale to the exam board to consider. If the exam board is satisfied with the rationale, it will issue a revised grade.

If you still think your grade is incorrect after we have checked it, and we do not believe an error had been made, you can ask for an appeal to the exam board (stage 2 appeal). Grounds for this are:

- 1) The school did not apply a procedure properly and consistently (as above), including the conduct of the centre review
- 2) The exam board made an administrative error, e.g. the grade was incorrectly changed during the processing of grades.
- 3) The grade reflects an unreasonable exercise of academic judgement on the part of the school, (unreasonable selection of evidence or unreasonable exercise of academic judgement in determining the TAG).

JCQ definition of “reasonable” in the appeals context: *“A reasonable judgement is one that is supported by evidence. An exercise of judgement will not be unreasonable simply because a student considers that an alternative grade*

should have been awarded, even if the student puts forward supporting evidence. There may be a difference of opinion without there being an unreasonable exercise of judgement. The reviewer will not remark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence”.

On appeal, **grades could go up, down, or stay the same** and the exam board’s decision will be final.

Please consider carefully if appealing is the right course of action for you. An appeal will only be successful if either: an error is found; or the grade awarded, or the selection of evidence used, are found to be an unreasonable exercise of academic judgement.

The exam boards will **not** be able to consider appeals that are based solely on differences of opinion. If you want to improve your grade you might want to consider entering for the autumn exam series.

Knutsford Academy & Cheshire Studio School will support its students through the centre review and exam board appeals process. The information below describes the procedure for conducting a stage 1 appeal (centre review) and, if applicable how to submit an appeal to the relevant exam board following a centre review (stage 2 appeal).

## **Appeals Procedure**

### **Stage 1 – Centre review**

- If a student believes they have been issued with an incorrect grade, they need to submit **The Stage 1: JCQ Request Form for Centre Reviews and Appeals** to check if an administrative or procedural error has occurred. This form is available to download on the Knutsford Academy website or you can request it via email from: [exams2021@knutsfordacademy.org.uk](mailto:exams2021@knutsfordacademy.org.uk)
- The form must be fully completed and signed by the student. Physical signatures are required, electronic signatures not accepted. You are advised to complete the form electronically, print, sign, scan and email to the school as above, or you can hand in a hard copy (Please do not post as there is no post service to the school during the school holidays). A separate form is required for each subject. **Important: 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 school will complete the *Centre review outcome* and share with the student, in writing, as soon as possible.
- If an administrative or procedural error is found, that impacts the grade, the school will submit a request to the relevant exam board to correct the error and amend the grade without the need for the student to submit a stage 2 appeal to the exam board.

### **Stage 2 – Appeal to the exam board**

- A Stage 2 appeal to the exam board can only be submitted if stage 1 (centre review), has been completed and the outcome issued to the student.
- If the student believes there is still an error following the centre review, or if the exam board has made an administrative error, or the student considers that the grade awarded/evidence selected was an unreasonable exercise of academic judgement, they can submit a Stage 2 appeal to the exam boards. Students must complete and submit **The Stage 2: JCQ Request Form for Appeal to Exam Board (or BTEC Stage 2 Appeal request form)**. This form must be fully completed and physically signed before submitting to the school. The form is available on the school website or via email request. [exams2021@knutsfordacademy.org.uk](mailto:exams2021@knutsfordacademy.org.uk)
- The exam board will determine the grade at appeal and the outcome will be final.
- **IMPORTANT: 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 exam board

- The exams board’s appeal outcome letter will be emailed to the student as soon as possible after the outcome letter from the awarding organisation is received in the school. (Note exam boards aim to complete appeals within 42 days of receipt and aim to complete priority appeals as soon as possible).
- Should the student still remain concerned their grade was incorrect, they may be able to apply for a procedural review. (Excluding BTEC). 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 cannot retract your appeal, you will not be able to revert back to the original grade you received on results day.

For more information please refer to JCQ guidance for parent & students (although please note our internal deadlines for stage 1 appeals below – they are slightly earlier to ensure we have the resource to fulfil the appeals requirements).

Link: [JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf](#)

## **Appeals Deadlines**

### **Year 13 Priority Appeals**

*(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. In order to be considered as a priority review, you will need to provide your UCAS personal ID code on the appeal request form which is included in all correspondence from UCAS. This will enable the exam board to check that a student’s place is dependent on the outcome of the appeal.

**12 August 2021 3pm** – internal deadline for a student to submit a completed and signed Stage 1 Form – for centre review

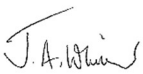
**18 August 2021 3pm** – internal deadline for a student to submit a completed and signed Stage 2 Form - appeal to exam board

(Only if stage 2 appeal requests are received in school by this date, will we ensure that we meet the exam board deadline of 23<sup>rd</sup> August).

### **All other Appeals (most students)**

**1st September 2021 3pm** – internal deadline for a student to submit completed and signed Stage 1 Form – for centre review

**10 September 2021 3pm** – internal deadline for a student to submit completed and signed Stage 2 Form – appeal to awarding organisation NOTE: Only if stage 2 appeal requests are received in school by 10 September, will we ensure that we meet the exam board deadline of 17<sup>th</sup> September.



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