



Appeals procedure

The procedure for appealing grades will not be dealt with by the Complaints Policy. Students or Parent/Guardians cannot appeal to the Headteacher or the Governing Body with issues relating to the awarding of Teacher Assessed Grades.

• Any issues relating to the awarding of Teacher Assessed Grades must be undertaken by the student and they must follow this Appeals procedure. Before an appeal is undertaken, the student must understand that, as a result of an appeal:

- Grades may stay the same
- Grades may be moved up
- Grades may be moved down

Timescale for Appeals

The school will work in accordance with the following deadlines published by JCQ

Students whose place at University that is dependent upon the outcome of an appeal should notify the school in order for their appeal to be treated as a priority.

10 August to 7 September: priority appeals window

- 10 August to 16 August: student requests centre review (Stage 1)
- 10 August to 20 August: centre conducts centre review (Stage 1 conclusion)
- 10 August to 23 August: centre submits appeal to exam board (Stage 2)

12 August to end October: majority of non-priority appeals take place

- 12 August to 3 September: student requests centre review (Stage 1)
- 12 August to 10 September: centre conducts centre review (Stage 1 conclusion)
- 12 August to 17 September: centre submits appeal to exam board (Stage 2)

* 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.



Stage 1

If a student wishes to appeal after the results are released, they must complete 'Appeal Form 1: Centre review' (Appendix 1) within the timescale detailed above.

- Upon receipt of Appeal Form 1, the Examinations Officer will undertake an initial process review to check all processes were followed correctly and no inputting error was made.
- If the school identifies an error, the Examinations Officer will submit a revised grade to the exam board.
- If the data is accurate, the Examinations Officer will check the data submitted and will confirm to the student in writing that the data is accurate.

Stage 2

- Upon completion of Stage 1, if the student still wishes to appeal any exam result, they must complete 'Appeal Form 2: Appeal to awarding organisation (Appendix 2), requesting that the school submit an appeal to the exam board within five working days of receiving the Stage 1 outcome.
- The exam board will check that the school has followed its own processes and exam board requirements. In addition to this, the exam board will review the evidence used to determine the grade and will provide a view as to whether the grade awarded was a reasonable exercise of academic judgement. If the exam board finds the grade is not reasonable, they will determine the alternative grade and inform the Centre
- In cases of disagreement between the school and the exam board, or if the student disagrees with the school or the exam board, the case can be referred to Ofqual's Exams Procedure Review Service (EPRS). The school can provide details on this upon request. The exam board's decision on the grade following appeal will stand unless the EPRS finds that the exam board has made a procedural error
- **Appeals are not likely to lead to adjustments in grades where the original grade is a reasonable exercise of academic judgement supported by the evidence. Grades can go up or down or stay the same as the result of an appeal.**
- There is no further right of appeal against the judgement. The outcome of that review will be final