



Farringdon Community Academy Appeals Policy 2021

A GUIDE TO THE APPEALS PROCESS FOR TEACHER ASSESSED GRADES
SUMMER 2021

The following policy must be read in conjunction with the 'JCQ – A guide to appeals processes Summer2021 series' which can be found via the link below:

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

Our Appeals policy has been created to support students and parents through the process of an appeal, should they wish to appeal against any of their teacher assessed grades. As an Academy, we have followed robust procedures and quality assurance measures to ensure that the teacher assessed grades we have awarded this year, to every students, are representative of students' academic achievement. However, we appreciate that there needs to be an appeals process in place to support students and parents in appealing against any administrative or procedural errors, or if a student or parent believes that there has been an unreasonable judgement made. If you believe an error has been made in determining your/ your child's grade, you do have the right to appeal.

To help you decide whether to appeal, you can request that Farringdon Community Academy shares with you the following information:

- The Centre policy
- The sources of evidence used to determine the student's grade
- Details of any variations in evidence used
- Details of any special circumstances that have been considered in determining their grade, e.g. access arrangements/reasonable adjustments or proven mitigating circumstances

There are two stages to the appeals process:

Stage 1: Centre review

If you don't think you have been issued with the correct grade, you can appeal to Farringdon Community Academy, who will review whether they have:

- made an administrative error in relation to the result, e.g. submitted an incorrect grade.
- failed to follow its procedures properly or consistently in arriving at that result, e.g. did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of proven mitigating circumstances

Requests for appeals on the grounds of academic judgement (unreasonableness) will only be considered by awarding organisations (at Stage Two) and not by Farringdon Community Academy. In these cases, an initial centre review must still be completed to ensure that the school has not made any procedural or administrative errors. The school should not review its academic judgements during the centre review stage.

A centre review must be completed and an outcome reported to the student before an appeal can be submitted to the awarding organisation. Any appeals submitted where this has not happened, will be rejected by the awarding organisation and a new application will need to be submitted once the centre review has been completed.

All requests for a centre review, including those from Private Candidates, must be made directly to Farringdon Community Academy which submitted the grade(s). Requests for centre reviews are made by the candidate to the centre by **midday on 3 September 2021**. This will enable the school to meet the deadlines to submit appeals to awarding organisations.

Farringdon Community Academy will accept and process/investigate any written request for a review from a student as long as it is on a signed Stage 1 - Centre Review/Stage 2 - Appeal to exam board application (Appendix B) and meets the JCQ timeline and deadlines.

To make a request for a centre review students must complete a Stage 1 - Centre Review/Stage 2 - Appeal to exam board application (Appendix B) and submit to enquiries@farringdonca.net by midday on the 3rd September 2021.

Farringdon Community Academy will keep a record of all review applications received, and the outcomes of those reviews.

A student may submit a request for a review but subsequently decide they wish to withdraw it. They should be allowed to do so as long as no finding has been made. A centre review application cannot be withdrawn once a finding has been made

Stage 1 - Determining a review outcome

Farringdon Community Academy will access all the following records and will consider:

- a. The reason presented by the student for the review, where this has been specified and any evidence is provided by the student.
- b. The centre's approved policy and whether it was followed properly and consistently
- c. The evidence which was used to determine the student's grade
- d. Any relevant assessment records detailing for the student any amendments to the range of evidence used for the cohort and, where applicable, steps taken to address any known mitigating circumstances/special consideration or approved access arrangements/reasonable adjustments
- e. A record that the assessments had been signed off by at least two teachers in the subject, one of whom was the head of department/subject lead or Head of Centre where there was only one teacher in the department/subject
- f. The record, where it exists, of any relevant pre-results communications between the centre and student
- g. Relevant centre administration records.

Farringdon Community Academy will report the outcome of the review to the student using Appendix B.

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 apply to Farringdon Community Academy to appeal to the exam board, who will review whether:

- Farringdon Community Academy made an unreasonable exercise of academic **judgement*** in the choice of evidence from which we determined your grade and/or in the determination of your grade from that evidence.

** 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.*

- Farringdon Community Academy did not apply a procedure correctly, e.g. did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of proven mitigating circumstances.
- the exam board made an administrative error, e.g. they changed your grade during the processing of grades.

At both stages of the process you will need to request a Stage 1 - Centre Review/Stage 2 - Appeal to exam board application (Appendix B) from the school website or email enquiries@farringdonca.net . This must be completed and signed and returned to the school as this gives your written consent to conduct the appeal or submit it to the exam board on your behalf. **It's important to remember that your grade can go down, up or stay the same through either stage of the process. Autumn series of resits are available if you would rather resit than appeal.**

The timelines for non-priority appeals will be as follows:

- **12 August to Midday 3 September:** student requests centre review and submits a completed signed Stage 1 - Centre Review/Stage 2 -Appeal to exam board application (Appendix B) to enquiries@farringdonca.net
- **12 August to 10 September:** centre conducts centre review
- **12 August to Midday 17 September:** student must request through a signed and completed Stage 1 - Centre Review/Stage 2 -Appeal to exam board application (Appendix B) that centre submits appeal to awarding organisation who will aim to complete Stage 2 within 42 days of receipt of the application.

A priority appeal is only for students applying to higher education and wish to appeal an A level or level 3 qualification result. GCSE/Level 2 qualification results are non-priority.

INFORMATION

The school will be using the JCQ Appendix B for all applications for Centre Review and Appeal to exam board

Stage 1 Centre Review / Stage 2 Appeal to exam board application form – (Appendix B)

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

This policy must be read in conjunction with “JCQ – A guide to appeals processes Summer 2021 series”


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






This policy must be read in conjunction with the School Centre Policy. See school website.

Appendix B - Optional template student request and consent form



An interactive version of this form is provided separately should you wish to use it: [Optional Student Request Form for Centre Reviews and Appeals to Awarding Organisations](#).

Appendix B - Optional Student Request Form for Centre Reviews and Appeals to Awarding Organisations 

Important information for students

What may happen to your grade during the centre review and appeals process?
If you request a centre review or an awarding organisation appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

What will be checked during a centre review?
You can ask the centre to check whether it made a **procedural error**, an **administrative error**, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation. You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

What will be checked during an awarding organisation appeal?
You can ask the awarding organisation to check whether the centre made a **procedural or administrative error** - or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

When do I need to submit my request?
You should submit a request for a centre review by **16 August 2021** for a **priority appeal**, or by **3 September 2021** for **non-priority appeals**.
Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. Priority appeals that aren't submitted to the awarding organisation by **23 August 2021** will still be treated as a priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

What is a priority appeal?
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. You should inform your intended higher education provider that you have requested a centre review or appeal.

What is your UCAS personal ID and why is it needed?
Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.

Stage one – centre review

A. Student request

This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

Centre Name	<input type="text"/>	Centre Number	<input type="text"/>
-------------	----------------------	---------------	----------------------

Student Name	<input type="text"/>	Candidate Number	<input type="text"/>
--------------	----------------------	------------------	----------------------

Qualification title e.g. AQA GCSE English Language	<input type="text"/>		
Teacher Assessed Grade Issued	<input type="text"/>		
Is this a priority appeal? <small>A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes provide your UCAS personal ID e.g. 123-456-7890	<input type="text"/>

Grounds for centre review <small>Please tick one or both of the options if they apply to your request. If you don't think either apply, your centre will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended.</small>			
Administrative Error by the centre <small>e.g. the wrong grade/mark was recorded against an item of evidence.</small>	<input type="checkbox"/>	Procedural Error by the centre <small>e.g. a reasonable adjustment/access arrangement was not provided for an eligible student.</small>	<input type="checkbox"/>

Supporting evidence <small>Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. There is a 5,000 character limit.</small>
<input type="text"/>

Acknowledgement I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'important information for students' section above. In submitting this review, I am aware that:						
<ul style="list-style-type: none"> - The outcome of the review may result in my grade remaining the same, being lowered or raised - The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded. 						
<table border="0"> <tr> <td>Student Name</td> <td>Student signature</td> <td>Date</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Student Name	Student signature	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Name	Student signature	Date				
<input type="text"/>	<input type="text"/>	<input type="text"/>				

B. Centre review outcome

This section should be completed by the centre and shared with the student as a record of the outcome of the centre review.

Centre Review Outcome			
Please tick the outcome of the review and then record the original grade and the revised grade if applicable.			
Upheld	<input type="checkbox"/>	Not upheld	<input type="checkbox"/>
		Partially upheld	<input type="checkbox"/>
Original Teacher Assessed Grade		Revised Teacher Assessed Grade if applicable	

Information considered by the centre
Please provide a short explanation of the evidence that you have reviewed. There is a 5,000 character limit.

Rationale for the outcome of the centre review
Outline the centre's findings from the centre review e.g. procedural or administrative error and if relevant, details of the error. There is a 5,000 character limit.

Authorisation and dates of next stages			
Please complete the boxes as appropriate. Boxes 1 and 2 must be completed in every case. Boxes 3 and 4 need only be completed when requesting a grade change.			
1. Date that the decision and rationale was issued to student		2. Date student informed of how to proceed to stage 2 (appeal to awarding organisation)	
3. Confirmation that a senior leader has authorised any grade change		4. Date that grade change is submitted to awarding organisation	

Stage two – appeal to awarding organisation

This section is to be completed by the student. An awarding organisation appeal must be submitted to the centre and the centre will then submit it to the awarding organisation.

Grounds for appeal	
Please tick the grounds upon which you wish to appeal	
1. Administrative error by the awarding organisation	<input type="checkbox"/>
2. Procedural issue at the centre	
a. Procedural Error	<input type="checkbox"/>
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances	<input type="checkbox"/>
3. Unreasonable exercise of academic judgement	
a. Selection of evidence	<input type="checkbox"/>
b. Determination of Teacher Assessed Grade	<input type="checkbox"/>

Evidence to support an appeal
Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases you must provide a clear reason but it doesn't have to be lengthy.
1. Administrative error by the awarding organisation You must provide a clear explanation. There is a 5,000 character limit.
2 (a) Procedural Error This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above. There is a 5,000 character limit.

2 (b) Issues with access arrangements / reasonable adjustments and/or mitigating circumstances

You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

3 (a) Selection of evidence

You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

3 (b) Determination of the Teacher Assessed Grade

You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit.

Acknowledgement

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'important information for students' section above.

I am aware that:

- The outcome of the appeal may result in my grade remaining the same, being lowered or raised
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from your school/college.

Student name

Student signature

Date