

### **St.Mary's Catholic School Grade Appeals Structure Procedure 2021**

St Mary's 2021 Grade Appeals Procedure replaces all aspects of the St. Mary's Complaints Policy in relation to the student grades/results in Summer 2021.

The JCQ appeals process for Summer 2021 allows students to appeal their grade (including grades for separate endorsements) where they believe there has been an error, either administrative or procedural or an 'unreasonable exercise of academic judgment'.

- Upon receipt of their results (on 10<sup>th</sup> August for A levels and other KS5 examinations, and 12<sup>th</sup> August for GCSEs), if a student wishes to appeal, we ask that they complete JCQ Appendix B which can be found here: [https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ\\_Appeals-Guidance\\_Summer-2021\\_Appendix-B.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf).
- The appeal must be made by the student themselves and not their parent or guardian. The key dates are set out below:

**Key Dates for priority appeals\***

10 August to 16 August 2021	Window for students to request a centre review
10 August to 20 August 2021	Centres conduct centre reviews
10 August to 23 August 2021	Centres submit appeals to awarding organisations

*\* 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.*

**Key dates for non-priority appeals**

From result day to 3 September 2021	Window for students to request a centre review
From result day to 10 September 2021	Centres conduct centre reviews
From result day to 17 September 2021	Centres submit appeals to awarding organisations

- The first stage of an appeal is to request a Centre Review. During the review the centre will check for both procedural and administrative errors. Students should email the completed form requesting this to [CAGs@stmarys.net](mailto:CAGs@stmarys.net). The lead teacher for Centre Assessed grades is Mrs C Wilkin who can be contacted via [info@stmarys.net](mailto:info@stmarys.net) for general enquiries about grades and appeals. If the Centre identifies an error with the grade it submitted to the awarding organisation, it must submit a revised grade with rationale for the grade change to the awarding organisation. If the awarding organisation is satisfied with the rationale presented by the centre **and** it considers it is appropriate to change the results, it will issue a revised grade.
- If the Centre Review does not find any errors the student may wish to proceed to the second stage and ask the school to submit an Awarding Body Appeal on their behalf. When a student requests an appeal they must make clear:
  - a. what they consider the centre failed to do, why that was a failure to follow the centre's procedures, and why that failure was important to the determination of the Teacher Assessed Grade
  - b. in what way they consider the awarding organisation made an administrative error, and what difference it made to the determination of the Teacher Assessed Grade
  - c. in what way they consider there was an unreasonable exercise of academic judgement:
    - i. in the selection of evidence used to determine the Teacher Assessed Grade
    - ii. in the determination of a Teacher Assessed Grade from the selected evidence.
- The school will notify the student when they have completed the Centre Review, when they have submitted the student's appeal to the awarding body, and when the awarding body has notified them of the appeal outcome.
- Students must note that the awarding organisation will take a holistic approach in the same way as the school did. The purpose of independent review is to consider whether the Teacher Assessed grade was reasonable, not to review the marking of individual assessments, not to consider whether they or a different reviewer might possibly have awarded a different grade.
- **Students are reminded that grades may go down as well as up and if a revised grade is issued it must be accepted by the student.**