

Albany Academy Appeals Process

GCSEs FOR SUMMER 2021

Student examinations due to be held in summer 2021 were disrupted by the coronavirus pandemic. Students who were not able to sit for their exams will now receive teacher-assessed grades (TAGs). To ensure a fair and robust system, students – including private candidates – can appeal TAGs if they have reason to believe their awarded grade has been given incorrectly or unfairly.

For all appeals, we will follow the [JCQ appeals guidance](#).

If you have any questions, please contact Mr Woods, in school on results day, or via the school office 01257 244020 or info@albanyacademy.co.uk

There are 2 types of appeal

Students who wish to appeal their grade may do so in 2 stages:

Stage 1 is a **centre review**. This is conducted internally by the school.

Students can request a stage 1 centre review if they think there has been a:

- **Procedural error** – this means the school has failed to follow its procedures properly or consistently in arriving at that result; or
- **Administrative error** – this means the school has made an administrative error in relation to the result

Stage 2 is an **awarding organisation appeal**. This is submitted by the school on the student's behalf to the examination awarding organisation.

Students can submit a stage 2 awarding organisation appeal if they think:

- The school did not follow its procedure properly or consistently in arriving at the result, or during the centre review
- The awarding organisation made an administrative error in relation to the result
- The school made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of that grade from the evidence.

Students should not submit a stage 2 appeal unless they have completed a stage 1 centre appeal and the relevant results day has passed.

How to submit an appeal

Stage 1 centre appeals

To begin their appeal, students will need to fill out the form on the portal. Available [here](#).

Completed request forms should be sent to Mr Woods via info@albanyacademy.co.uk

Stage 2 awarding organisation appeals

Stage 2 can only be made once a stage 1 appeal has been completed.

To request a stage 2 awarding organisation appeal, students will need to fill the form from JCQ. Available [here](#).

Completed request forms should be sent to Mr Woods via info@albanyacademy.co.uk

We will then send the form to the awarding organisation on your behalf, and inform students when this has been done.

Please note, the awarding organisations will only accept appeals from the school, and **not** directly from students or parents/carers.

How the school will process appeals

All student requests for a **stage 1 centre review** will be accepted and processed by the school. As part of our review, we will consider:

- The reason presented by the student for the review, where this has been specified and any evidence provided by the student about issues that were not known about at the time the grade was determined
- The school's approved policy and whether it was followed properly and consistently
- The evidence used to determine the student's grade
- 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
- A record that the grades had been signed off by at least 2 teachers in the subject, one of whom was the head of department/subject lead or headteacher where there was only one teacher in the department/subject
- The record, where it exists, of any relevant pre-results communications between the school and student (for example, where a student has raised mitigating circumstances earlier in the process)
- Relevant administration records

It is possible for a procedural failure or an administrative error to be identified but for **no change** to be made to the student's grade. It is also possible for grades to be **raised** or **lowered** as the result of an appeal.

Where advance procedural and administrative checks have been carried out before an appeal (as part of the school's quality assurance process), the checks will not be repeated if the appeal is based on issues already addressed by the checks, and records of this are available for the awarding organisation.

A list of evidence required for **stage 2 appeals** is available in Appendix C of the JCQ Appeals Guidance. Available [here](#).

The checklist will be completed by the school and, where possible, will be submitted along with the evidence at the time of the appeal

In cases where an appeal is made based on an awarding organisation's administrative error, the appeal only needs to show that the grade submitted by the centre is different to the grade given by the awarding organisation.

The grounds upon which an appeal is made will affect the evidence and rationale required:

- Appeals made on the grounds of a general procedural check or on the grounds that there has been an unreasonable exercise of academic judgement in the determination of the grade from the evidence **do not** require submission of an explanation
- Appeals made on the grounds of a procedural check in relation to mitigating circumstances or access arrangements/reasonable requirements **do** require submission of an explanation
- Appeals made on the grounds of an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade **do** require an explanation of the student's concerns
- Appeals made on the grounds of an administrative error **do** require an explanation of the perceived error

Determining the outcome of an appeal

Appeals can result in a student's grade being raised, staying the same, or being lowered.

Stage 1 appeals

After considering stage 1 centre appeals, the school will complete section B of the JCQ form. In cases where the appeal seeks a grade change, the form will be reviewed and signed off by a member of Mr Woods and checked by Mr Mayland. The completed form will then be sent back to the student.

In cases where the school identifies an error with the grade submitted to the awarding organisation, we will submit a changed grade with any required evidence to the awarding organisation. The grade will only be changed if the awarding organisation agrees that the change is appropriate.

Stage 2 appeals

Stage 2 awarding organisation appeals will either be rejected or upheld in whole or in part. An appeal being upheld (allowed) does not in itself mean a student's grade will be changed.

In cases where the awarding organisation:

- Identifies a procedural error; or
- Finds alternative evidence should have been included in the range of evidence and that this may have impacted the TAG,

They will direct the school to review the TAG. The school will then report to the awarding organisation if we believe a grade should be changed. The organisation may also impose a change.

When appeals are made on the grounds of procedural error, they will be evaluated by an awarding organisation staff member or an independent reviewer appointed by the awarding organisation. The awarding organisation will then report any grade change to the school, following any final quality assurance checks. The school will also be told the reason for any decision.

Should the awarding organisation identify an unreasonable exercise of academic judgement, an independent reviewer appointed by the awarding organisation will determine the alternative grade. The awarding organisation will then report the revised grade and outcome of the appeal, with reasons, to the school

We will share the outcome of the awarding organisation appeal, and where appropriate the next stage of the process, with students promptly.

Key dates for appeals

From results day to 3 September 2021	Window for students to request a stage 1 centre review
From results day to 10 September 2021	Centres (the school) conduct centre reviews
From results day to 17 September 2021	Centres (the school) submit appeals to awarding organisations

Contact the school

Main office: 01257 244020

info@Albanyacademy.co.uk