



Testbourne Community School

Grade Appeals Policy

Testbourne Community School

Summer 2021



# Testbourne Community School

## 1 Aims and Application

- 1.1 Due to Covid-19, exams have not been able to take place in the usual way in 2021 with students receiving grades based on Teacher Assessed Grades. Testbourne Community School (“TCS”) submitted grades for students this summer in line with the relevant guidance from the Joint Council on Qualifications (“JCQ”), Ofqual and the exam boards.
- 1.2 Whilst TCS hopes that most students will be satisfied with the grades awarded, there may be some who are not. The aim of the policy is to explain the process for students and parents about the process for appeal at GCSE and vocational qualifications.
- 1.3 This policy should be read alongside TCS’s policy in relation to grading and the JCQ guidance on the appeals process, which can be found here: [https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ\\_Appeals-Guidance\\_Summer-2021.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021.pdf)

## 2 Complaints

- 2.1 Where the student is unhappy that a grade was not submitted in a subject because of insufficient evidence, this policy will not apply, and it should be raised as a complaint through TCS’s complaints process which can be found on our website.
- 2.2 Where a student has made an appeal through this process, they will not be able to make an additional complaint under TCS’s complaints policy.

## 3 Evidence Used

- 3.1 TCS has kept copies of evidence that has been used for the purposes of determining the grades. TCS will write to all students in advance of results day to inform them of the evidence used as part of the grade decision-making in each subject, and whether any variations were made. All students had the opportunity to tell TCS about any special circumstances which were then considered as part of that decision making.



## Appeals Process

### Stage 1: Centre Review

- 1.1 Ofqual determined that there would be a two-stage process for appeals on Teacher Assessed Grades this year. The first stage is a centre review to ensure that there have been no procedural or administrative errors in the determination of the grades for the student. A student may request a centre review on the following grounds:
  - a. the school has failed to follow its procedures properly or consistently in arriving at that result; or
  - b. the school has made an administrative error in relation to the result.
- 1.2 This stage 1 process is completed even if the student does not believe that there has been an administrative or procedural error and so all appeals will first go through stage 1.
- 1.3 TCS will consider the following as part of the centre review process:
  - a. the reason presented by the student for the review (where this has been specified) and any evidence provided by the student regarding issues that were not known about at the time the grade was determined;
  - b. TCS's Centre 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 grades 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 TCS and student (for example, where a student has raised mitigating circumstances earlier in the process); and
  - g. the relevant centre administration records.
- 1.4 **Students will need to provide their signature confirming they understand that as part of the appeals process their grade can go down as well as up.**



# Testbourne Community School

- 1.5 Where an administrative or procedural error is found, TCS will also need to decide whether there has been an impact on the grade in question. There may be circumstances where an error is found but it had little impact on the grade awarded.



# Testbourne Community School

## Timeframes for Centre Review

- 1.6 All requests for a centre review must be submitted to TCS by 12 noon on **1st September 2021**. Requests for centre reviews received after this date will only be accepted by TCS where there are clear reasons for the delay.

## How to Request a Centre Review

- 1.7 Requests for a centre review must be made using the JCQ Appendix B application form for a centre review which can be located [here](#) and must be fully completed and signed. This must be submitted and sent to [examenquiries2021@testbourne.school](mailto:examenquiries2021@testbourne.school) by September 1st 2021.

## After the Review

- 1.8 Following TCS review, the student will be informed of the outcome and, if the grade has been changed, what it has been changed to. Students will be able to make a request for a stage 2 appeal if they remain unhappy and there is a ground for review.



## Stage 2: Appeal to the Awarding Organisation

- 2.1 Where a student is unhappy following the outcome of stage 1 because they believe there has been a procedural or administrative error or because of an unreasonable exercise of academic judgement, they may request that TCS makes an appeal to the relevant awarding organisation.
- 2.2 Requests for a stage 2 appeal can only be made following the completion of the stage 1 process as set out above and the exam bodies will not accept direct appeals from students.
- 2.3 There are three broad grounds upon which students can request that a stage 2 appeal is made to the relevant exam body. These are:
- TCS did not follow its procedure properly or consistently in arriving at the result, or during TCS review;
  - the awarding organisation made an administrative error in relation to the result; or
  - TCS 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.
- 2.4 For some of the above grounds the awarding organisation will require a rationale from the student to explain the basis of the appeal. The form makes clear where additional information must be provided, and it is important that this is provided. Failing to provide this information where required will likely result in the awarding organisation refusing to consider the appeal and will delay the outcome.
- 2.5 Where an appeal is made on the ground of an unreasonable exercise of academic judgement by TCS, the awarding organisation will not be reviewing whether another grade would have been reasonable, but whether the grade awarded was unreasonable. This is a high threshold.

### Timescales for Stage 2 Appeal

- 2.6 Appeals must be submitted to TCS by 12 noon on **Friday 10th September 2021**. All the required information must be supplied with the request with the [application](#) signed by the student. TCS will then submit the appeal to the relevant awarding organisation by 12 noon on **Friday 17 September 2021**.

### How to Request a Stage 2 Appeal

- 2.7 Requests for a stage 2 appeal must be made on the provided application form with all the relevant details within it completed. The request must be sent to [examenquireies2021@testbourne.school](mailto:examenquireies2021@testbourne.school) making clear that it is a stage 2 appeal request.



## After the Stage 2 Appeal

- 2.8 Following the submission of the stage 2 appeal, the relevant awarding organisation will review the request and may approach TCS for further information. It is expected that the decision will be issued to TCS within 42 calendar days; however, delays may be expected if significant numbers of appeals are received by the awarding organisations. This is outside of TCS's control.
- 2.9 Once the awarding organisation has issued the decision to TCS, the student will receive confirmation of the outcome from TCS (rather than the awarding organisation) with details on any further stage or process. TCS will seek to inform the student within five school days of being informed of the decision.
- 2.10 The awarding organisation will generally either find that the appeal is upheld or rejected, in whole or in part. As set out above, even if an appeal is upheld (either fully or partly) it does not mean that this will result in a grade change.