



Harbour Learning Trust

Teacher Assessed Grades Appeals Policy Version 1.0

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Appeals Policy

1. Introduction

- 1.1 Students' grades have been determined by schools and colleges this year as teachers are best placed to do this. The appeals process is a critical safety measure to ensure that each learner has an individual right to appeal their grades via a transparent process of review.
- 1.2 The Trust wishes to ensure that appeals are addressed in a fair and transparent manner with each case investigated within the agreed time frame. This policy applies to all appeals taking place during Summer 2021 as a result of Teacher Assessed Grades. **This policy sets out the procedure for a Centre Review to establish if a procedural or administrative error has occurred and the process for requesting an Awarding Organisation Review. Please note, Awarding Organisation Reviews are subject to JCQ Guidance and separate Awarding Organisation policies.**
- 1.3 This policy should be read in conjunction with the Joint Council for Qualifications 'Guide to Appeals Processes Summer 2021 series' and 'JCQs Guide for Students and Parents' (due to be published in July 2021).
- 1.4 This policy does not form part of the Complaints Policy which has been amended to provide clarity on the process of appeal during the Summer Examination Series of 2021. This policy covers appeals at Key Stage 4 and Key Stage 5.
- 1.5 This policy will be reviewed at least annually but the unique circumstances of Teacher Assessed Grades are as a result of the pandemic of 2020-21 and unlikely to remain in place beyond Summer 2021.

2. Roles and Responsibilities

- 2.1 Trust Principals (Head of Centre) and Senior Leaders have responsibility for implementing the appeals policy to:
- ensure that all staff, students and parents have access to this policy
 - ensure the appeals procedure is followed consistently
 - ensure that appeals are recorded, timely and documentation used
 - ensure appeals are reported to the CEO
 - oversee appeals, ensuring adherence to the policy
- 2.2 Trust Principals (Head of Centre) and Senior Leaders have responsibility for ensuring students and parents have access to key information before results day, or on results day, if it has not already been made available to them. This must include:
- 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 mitigating circumstances such as illness.

3. Timeline

3.1 The academies will work in accordance with the following deadlines published by JCQ. Students whose place at university is dependent upon the outcome of an appeal should notify the school in order for their appeal to be treated as a priority.

- | | |
|--|---------------------------|
| • Priority Centre Appeal Requests (Stage 1) | 10 August to 16 August |
| • Centre Appeal Requests (Stage 1) | 10 August to 3 September |
| • Priority Centre Appeal Reviews completed (Stage 1) | 10 August to 20 August |
| • Centre Appeal Reviews completed (Stage 1) | 10 August to 10 September |
| • Priority Awarding Organisation Appeal Requests (Stage 2) | 11 August to 23 August |
| • Awarding Organisation Appeal Requests (Stage 2) | 11 August to 17 September |

4. Results Days

4.1 All staff involved have been made aware of the specific arrangements for the issue of results in Summer 2021, including the issuing of A/AS and GCSE results in the same week. The necessary staffing, including exams office and support staff, will enable the efficient receipt and release of results to students.

4.2 Arrangements are in place for the provision of all necessary advice, guidance and support, including pastoral support, to students on receipt of their results. Staff will be available to respond promptly to any requests for information from awarding organisations, for example regarding missing or incomplete results, to enable such issues to be swiftly resolved.

4.3 Students and parents/carers will receive guidance on the stages of appeal and further guidance will be available on results days. Appeals will be handled swiftly and effectively, and in line with JCQ requirements. Internal arrangements will be in place for the swift and effective handling of Centre Reviews in compliance with the requirements. All necessary staff will be briefed on the process for, and timing of, such reviews, and will be available to ensure their prompt and efficient handling.

4.4 Arrangements will be in place for the timely submission of appeals to awarding organisations, including any priority appeals, for example those on which university places depend.

4.5 Arrangements will be in place to obtain the written consent of students to the initiation of appeals, and to record their awareness that grades may go down as well as up on appeal.

5. The Centre Review

5.1 Students can request a centre review from 10th August. Upon request, the Exams Officer will issue students with the required paperwork (Appendix B 'Student Request and consent form') within the published timescale (see above). The request for a review should be submitted to exams@healing-school.co.uk / exams@lincolncastleacademy.co.uk or handed to the Exams Officer.

5.2 To secure a review, students must sign the form which requires acknowledgement that the appeal could result in their grade going up or down and makes it clear which of the 3 types of review is being requested. The declaration must be signed by the student themselves. Any students unable to attend in person should email exams@healing-school.co.uk / exams@lincolncastleacademy.co.uk. Arrangements will

be made for anyone who is unwell to appeal their grade without attending the academy site.

- 5.3 The Centre Review establishes if a procedural or administrative error has occurred, e.g. a transposing error or non-adherence to policy. It is possible that this error may not have had an impact on the grade awarded. In this case the outcome of the review would be that the grade stays the same.
- 5.4 The Centre Review does not review the Teacher Assessed Grade Policy which has already been checked by the awarding organisation. The Centre Review checks adherence to the policy, e.g. assessing students on what they had been taught. Speculative challenges are not permitted, e.g. how someone else might have graded a student.
- 5.5 The pandemic itself does not constitute 'mitigating circumstances' as the 'TAG' process has been implemented nationally in response to the disruption to students' learning during 2020-21.
- 5.6 There are no charges for students who wish to appeal their result in 2021.
- 5.7 Upon receipt of an Appeal Form, 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 using an 'Error Correction Request.' This must be signed by the Head of Centre. If the awarding organisation is satisfied with the rationale presented by the centre and it considers it is appropriate to correct the result, it will issue a revised grade. 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.
- 5.8 If we identify that an incorrect grade has been entered for 2 students (e.g. mixing up names), the default position is that both grades for both students will be altered (even though the other student may go down). JCQ Guidance allows for school-level judgement on the adverse effect this could have on students, e.g. access to university. Each case will be reviewed by the Head of Centre and CEO in order to balance public confidence and "the adverse impact on the individual student". (See JCQ Appendix D).
- 5.9 The outcome letter to students following the review will include the following information:
 - a) whether or not the review found a procedural failure or administrative error
 - b) if it did, what that error was
 - c) the reason for the finding
 - d) d. whether there was a grade change and, if so, what the new grade is (if reporting an outcome pre-results, this information must not be provided)
 - e) a reason for the grade change, or lack of change (including any additional explanation from the awarding organisation where its decision was different to the centre's); and
 - f) information on the next steps if a student wishes to submit an appeal to the awarding organisation

6. Awarding Organisation Review

- 6.1 Where the centre does not believe that an error has been made but a student believes that an error persists, a student may ask the centre to submit an appeal to the awarding organisation on their behalf. The centre must submit the student's appeal if requested and must provide the required full supporting evidence.

Depending on the grounds of the appeal, the awarding organisation will consider:

- whether the grade reflects an unreasonable exercise of academic judgement
- and/or whether the centre followed its procedures properly and consistently in arriving at the student's result or in conducting its review
- and/or whether the awarding organisation made an administrative error.

Students requesting a Awarding Organisation Review must provide a rationale explaining why they are requesting review.

In these cases, an initial centre review must still be completed to ensure that the centre has not made any procedural or administrative errors. The centre 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

- 6.2 If the AO appeal is successful, the grade can be determined by an independent reviewer, the exam board or, in some cases, the centre will be directed to regrade the student.

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Appendix

The following appendices from [JCQ Appeals-Guidance Summer-2021\[19237\].pdf](#) will be used:

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