

Two counties trust appeals policy

The summer 2021 exam series did not take place due to the covid 19 pandemic, due to this students will receive grades based upon teacher assessment on content that has been taught. This policy sets out the appeals process across the trust for results issues by JCQ awarding organisations.

Timeline for Grading and Appeals 2021



Appeals against teacher assessed grades

In order to arrive at the final teacher assessed grades staff across the trust have carried out extensive quality assurance to ensure that the grades awarded are fair, transparent and free from bias. In addition to this any external quality assurance from awarding bodies will be carried out to further validate the grades awarded.

The policy set out confirms the two counties trust adherence to the JCQ appeals process guidance

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

Non appeal procedural and administrative errors

Although robust systems are in place, schools may identify an administrative or procedural error after the submission of results but prior to the release of results to students and thus outside the centre review appeal process. All centres will carry out an administrative review prior to results days to ensure centre reviews due to administration errors are minimised.

If an error has been identified prior to results day the school shall follow the guidance in section 4 of the JCQ appeals guidance document.

Student appeals

The appeals process allows students to appeal against the grade they were awarded if they believe there has been an error. Students must request this by completing the appeals form (appendix B of linked guidance). This is to be sent to students along with a covering letter providing full information on appeals following an initial communication with the school that they would like to appeal. It must be made clear to students that an appeal could lead to their grade going up, down or staying the same.

The appeal is broken into two stages.

Stage 1 – Centre review

If administrative and procedural error checks (as above) have taken place prior to results day and the students issues are related to these schools do not need to repeat these however records of these should be kept as they may be required in the event of an appeal to the awarding organisation.

In cases where a student raises an issue which has not been previously considered this will need to be considered and the centre review to be completed.

Within this stage a students can raise a centre review appeal on one of the following grounds;

- 1) The school has failed to follow its procedures properly in arriving at that result
- 2) The school has made an administrative error

Schools will conduct a review and an outcome will be reported to the student, this must take place before a stage 2 (awarding body) appeal can take place.

Centre reviews will be conducted in all cases by the following dates;

16th August 2021 (priority appeals) – specifically for HE students who did not attain their firm choice

3rd September 2021 (all other cases)

Schools will complete and retain section B of appendix B for each appeal. In order to complete this form schools will consider sections 5.14-5.27 of the JCQ guidance. A student has the right to withdraw an appeal unless a finding has been made.

Reporting on the outcome

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There are 2 potential outcomes and the required process schools will follow is highlighted below;

- 1) **No procedural or administration error** – student informed of this outcome directly
- 2) **Grade change required after a failing discovered** – the school will submit an error correction request to the relevant awarding body as soon as possible, appendix A has details of how this is done. The awarding body will consider the evidence of the error and make a decision on the grade change, students must only be communicated a grade change once the awarding body has communicated this.

Once the full review is completed section B of appendix B should be shared with the student to provide them full details of the review which has taken place.

Stage 2 – appeals to awarding organisation

Stage 2 appeals can be made by any student, but **only after the outcome of the centre review and the publication of results**. This appeals stage covers the following criteria;

- 1) The school has failed to follow its procedures properly in arriving at that result.
- 2) The school has made an administrative error.
- 3) The grade reflects an unreasonable exercise of academic judgement (either due to the way the grade has been determined or the selection of evidence).

Stage 2 appeals **must be submitted by the school**, students wishing to make a stage 2 appeal must complete and send the stage 2 appeal form (appendix B) to the school by the following dates;

23rd August (priority appeal)

17th September (all other appeals)

Any appeals made must be submitted to the awarding organisation, any failure to do so could constitute malpractice and will be investigated by the awarding body. Upon submission, along with the students completed stage 2 appeals form schools will complete the evidence checklist (appendix C), and also submit the Appendix B documentation from the stage 1 outcome.

Schools will ensure that the full process and appropriate documentation for appeals is shared prior to the release of results and that a named contact within each school is available to assist with awarding body queries.