



BRIGANTIA
LEARNING TRUST
Creating excellence together

APPEALS PROCESS

SUMMER 2021



Contents

Appeals process	3
Stage One – Centre Reviews	3
Any student may submit a request for a centre review on the grounds that the centre has:	3
Grounds for centre review (the student must tick which or both).....	3
Process	3
Stage two – appeals to the awarding body	4
A centre must submit an appeal to the awarding organisation if the student considers that:.....	4
The student will be required to provide the following detail in their appeal:	4
Process	4
Key Dates	4
Appendix 1	5
Stage One Centre Review Student Form	5
Appendix 2	7
Stage One Centre Review Outcome Form	7
Appendix 3	8
Stage Two Appeal to Awarding Organisation	8

Appeals process

Guidance on appeals will be provided to students in a student results day guide, published on the academy website on 25th June. Parents will be messaged with a link to the guidance.

Stage One – Centre Reviews

Any student may submit a request for a centre review on the grounds that the centre has:

- failed to follow its procedures properly or consistently in arriving at that result or
- made an administrative error in relation to the result.

To decide whether to request a review, students will need to access the following information on or before results day. This must include:

- the centre policy
- the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
- details of any variations in evidence used based on disruption to what that student was taught
- 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.

Grounds for centre review (the student must tick which or both)

- administrative error – this can be checked by the data team to ensure the correct TAG was submitted to the awarding body. If the student appeals against a specific piece(s) of evidence, this will need to go to the subject leader.
- Procedural error (access arrangement, special consideration, process for determining and internal quality assurance of grades) – this will need to go to SL / SLT / Head to investigate.

Process

- Student completes the request and consent form (link on academy website) and returns to assessment2021@longleypark.ac.uk
- The email inbox will be monitored from 10th August through to the end of the appeals window in the Autumn term.
- Once the centre review is complete, the outcome form is completed and returned to the student via email to the students Sixth Form account. The email informs the student that if they are still concerned, they can reply with a stage 2 appeals form (attached to the email reply)

Stage two – appeals to the awarding body

Any student, including a Private Candidate, who considers that there has been a procedural error, an administrative error or that their grade reflects an unreasonable exercise of academic judgement (either because of the way that the grade has been determined and/or the selection of the evidence), may submit a request for an awarding organisation appeal after they have received the **outcome of their centre review and after the publication of results.**

- Stage 2 appeals must come from the centre
- Students / parents will not be able to appeal directly to the awarding body
- Centre's must accept and submit a request for an appeal from a student
- A centre review must have been completed first

A centre must submit an appeal to the awarding organisation if the student considers that:

- the centre 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 centre 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.

The student will be required to provide the following detail in their appeal:

- 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
- 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
- in what way they consider there was an unreasonable exercise of academic judgement, e.g in the selection of evidence used to determine the Teacher Assessed Grade, or in the determination of a Teacher Assessed Grade from the selected evidence.

Process

- following the outcome of a centre review, the email to the student will ask them to reply if they still have concerns, along with the stage 2 appeals form.
- Deadlines differ for priority and non-priority appeals. These are outlined in the table below.

Key Dates

10 August – 16 August 2021	Window for students to request a centre review for a priority appeal
10 August – 3 September 2021	Window for students to request a centre review for a non-priority appeal
23 August 2021	Academy deadline for stage 2 priority appeals
17 September 2021	Academy deadline for stage 2 non-priority appeals

More detail regarding the process of conducting a centre review and a stage 2 appeal can be found here - [JCQ Appeals Guidance](#)

Appendix 1

Stage One Centre Review Student Form



BRIGANTIA
LEARNING TRUST

Creating excellence together

Important information for students

What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

What will be checked during a centre review?

You can ask the centre to check whether it made a **procedural error**, an **administrative error**, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

What will be checked during an awarding organisation appeal?

You can ask the awarding organisation to check whether the centre made a **procedural** or **administrative error** - or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

When do I need to submit my request?

You should submit a request for a centre review by **16 August 2021 for a priority appeal**, or by **3 September 2021 for non-priority appeals**.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. Priority appeals that aren't submitted to the awarding organisation by 23 August 2021 will still be treated as a priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

What is a priority appeal?

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. You should inform your intended higher education provider that you have requested a centre review or appeal.

What is your UCAS personal ID and why is it needed?

Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.

A. Student Request

This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

Centre Name		Centre Number	
Student Name		Candidate Number	
Qualification Title e.g. AQA GCSE English Language			
Teacher Assessed Grade issued			
Is this a priority appeal? (A Level and Level 3 qualifications only)	Yes / No	If Yes provide your UCAS personal ID	
Grounds for centre review Please select one or both options if they apply to your request. If you don't think either apply, your centre will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended.			
Administrative Error by the centre e.g. the wrong grade/mark was recorded against an item of evidence	Yes / No	Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	Yes / No
Supporting evidence Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. There is a 5,000-character limit.			
Acknowledgement I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above. In submitting this review, I am aware that:			
<ul style="list-style-type: none"> • The outcome of the review may result in my grade remaining the same, being lowered or raised • The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded. 			
Student Name		Date	
Student Signature			

Appendix 2

Stage One Centre Review Outcome Form

Stage One – Centre Review



B. Centre Review Outcome

This section should be completed by the centre and shared with the student as a record of the outcome of the centre review.

Centre Name		Centre Number	
Student Name		Candidate Number	
Qualification Title e.g. AQA GCSE English Language			
Centre Review Outcome Please select the outcome of the review and then record the original grade and the revised grade if applicable.			
Upheld		Not upheld	Partially upheld
Original Teacher Assessed Grade issued		Revised Teacher Assessed Grade (if applicable)	
Information considered by the centre Please provide a short explanation of the evidence that you have reviewed. There is a 5,000-character limit.			
Rationale for the outcome of the centre review Outline the centre's findings from the centre review e.g. procedural or administrative error and if relevant, details of the error. There is a 5,000-character limit.			
Authorisation and dates of next stages Please complete the boxes as appropriate. Boxes 1 and 2 must be completed in every case. Boxes 3 and 4 need only be completed when requesting a grade change.			
1. Date that the decision and rationale was issued to student		2. Date student informed of how to proceed to stage 2 (appeal to awarding organisation)	
3. Confirmation that a senior leader has authorised any grade change		4. Date that grade change is submitted to awarding organisation	

Appendix 3

Stage Two Appeal to Awarding Organisation

STAGE TWO – APPEAL TO AWARDING ORGANISATION



This section is to be completed by the student. An awarding organisation appeal must be submitted to the centre and the centre will then submit it to the awarding organisation.

Centre Name		Centre Number	
Student Name		Candidate Number	
Qualification Title e.g. AQA GCSE English Language			
Teacher Assessed Grade issued			
Grounds for appeal			
Please select the grounds upon which you wish to appeal			
1. Administrative error by the awarding organisation		Yes / No	
2. Procedural issue at the centre			
a. Procedural Error		Yes / No	
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances		Yes / No	
3. Unreasonable exercise of academic judgement			
a. Selection of evidence		Yes / No	
b. Determination of Teacher Assessed Grade		Yes / No	
Evidence to support an appeal			
Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases you must provide a clear reason but it doesn't have to be lengthy.			
1. Administrative error by the awarding organisation			
You must provide a clear explanation. There is a 5,000 character limit..			
2 (a) Procedural Error			
This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above. There is a 5,000 character limit.			

2 (b) Issues with access arrangements / reasonable adjustments and/or mitigating circumstances You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

3 (a) Selection of evidence
You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

3 (b) Determination of the Teacher Assessed Grade
You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit

Acknowledgement

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above

I am aware that:

- The outcome of the appeal may result in my grade remaining the same, being lowered or raised
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from your school/college.

Student Name		Date
Student Signature		