

What To Do If You Feel an Error has been Made In Determining Your Grade

Although everyone will be working hard to make sure you are issued with the correct grades on results day, there is also an appeals system as a safety net to fix any genuine errors that were not identified earlier on. The appeals process for England is described here and you must read this document carefully before you appeal so you decide what your next steps might be:

<https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf>

You also need to know about the way your appeals will be processed at Carre's Grammar School, Kesteven and Sleaford High School or across the Sleaford Joint Sixth Form specifically. That information is below.

Do remember that when you make an appeal your grade can go down, stay the same or go up: we advise you to think carefully before you submit a request.

GCSE Appeals

- A request for any appeal must be made on the standard appeals form. You can find this on the school website in the downloads section of this page <http://www.carres.uk/site/page.asp?ID=246>. All schools in Sleaford are using the same appeals form. We can't accept appeals on any other form or simply via an email request. Appeal requests must be made by a student not a parent and emailed to appeals@carres.uk

A Level and BTEC Appeals

- Sixth form appeals must be made to the school that entered you. You should send your form to appeals@carres.uk or appeals@kshs.uk or appeals@st-georges-academy.org
- If you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also tell your school so they can ask the exam board to **prioritise** your appeal.
- A request for any A level appeal must also be made on the standard appeals form. You can find this on the school website in the downloads section of this page <http://www.carres.uk/site/page.asp?ID=246>. All schools in Sleaford are using the same appeals form. We can't accept appeals on any other form or simply via an email request. Appeal requests must be made by a student not a parent and emailed to the relevant email address.

Please note - If you are using a mobile device you need to install Adobe Acrobat (free to download from the App Store or Play Store). Open the downloaded pdf with Acrobat, you may have to select Fill and Sign to complete and then email the completed interactive form. It is easier to use a PC.

There is also the option to resit GCSEs, A levels and some AS levels in the autumn, which may be preferable to some students. The design, content and assessment of these papers will be the same as in a normal year. Requests to resit must be made in writing to the exams officer by:

A level: 3rd September 2021

GCSE: 27th September 2021

There are two types of appeals.....

A Priority Appeal

This type of appeal is only for A level or BTEC/CTEC students whose place at university is dependent on an appeal. It isn't for GCSE or other Key Stage 5 students. There are two possible stages to a priority appeal which must be followed in order.

Stage 1

First you must send your appeal request form into school by **midnight on Monday 16th August**. At stage 1 we check to see if the school has made an administrative error or if we did not apply a procedure correctly. We will let you know the result of any **priority appeal** on **16th or 17th August**. If after we have returned your appeal form to you with the outcome of your appeal you still think there is an error, you can decide to ask us to appeal to the awarding organisation or exam boards. This is a stage 2 appeal.

Stage 2

You must ask us to make a **priority appeal** to the awarding organisations **by 9am on Thursday 19th August**. To do this you must complete the stage 2 section of your original appeal form. Further instructions will be given after stage 1 is completed.

*At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g. subject teachers, SEND knowledge). This may not be possible in August. In such cases, we may have to wait until the start of term, but priority appeals will still be treated as a priority

Some other information to note:

How were my / my child's grades arrived at this year?

Grades this summer were based on Teacher Assessed Grades (TAGs). TAGs were submitted to the exam boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance.

These grades were then approved by the relevant exam board, following external quality assurance checks.

In some cases, the TAGs we submitted may have been reviewed by the exam board, who may have asked us to submit an alternative grade. However, any changes to the grades we submitted were done by professional teachers or reviewers; this year no grades have been changed as a result of an algorithm.

A Non-Priority Appeal

All GCSE and most A level students will qualify for non – priority appeals. We will deal with all appeals as they come in, but we must deal with priority appeals first.

Stage 1

Students can submit appeals as soon as they like after results are issued. We will deal with as many as we can between 16th and 20th August*. After that **any non-priority appeals must be submitted to us by 3rd September** and we will process them then. At stage 1 we check to see if the school has made an administrative error or if we did not apply a procedure correctly. If, after we have returned your appeal form to you with the outcome of your appeal, you still think there is an error, you can decide to ask us to appeal to the awarding organisation or exam boards. This is a stage 2 appeal.

Stage 2 - an Awarding Organisation review

If you are not a priority appeal candidate, you can still ask us to move to stage 2. Again, we will process your appeal as fast as we can if you get it to us by the 19th August. **Any stage 2 non priority appeals** received after that **must be requested by 9am 14th September**

What are the grounds for appeal?

There are five main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

- You think we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.

- You think we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the exam board. An example of this would be where you've been told you should have received extra time for assessments but this wasn't given in a certain subject.
- You think the **academic judgement on the selection of evidence was unreasonable**: you think the evidence used to grade you was not reasonable.
- You think the **academic judgement on the grade you were given was unreasonable**.

What does 'unreasonable' mean?

'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade.

This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence.

It also means that the independent reviewers will **not** remark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.

What will be the outcome of an appeal?

At either stage of the appeals process (see stage 1 and 2 appeals above), **a student's grade may go up, stay the same, or go down. When placing an appeal the student will have to sign a declaration saying that they accept the fact their grade may go down and they may get a lower grade than their original TAG.**

What's a priority appeal?

Priority appeals will be handled more quickly than other appeals. Priority appeals are only open to **A level students starting university this autumn, who have missed out on the conditions of their firm or insurance offer.**

If you decided not to confirm a firm conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal.

JCQ cannot offer priority appeals for GCSE students, unfortunately.

When making a priority appeal, students will have to include their UCAS number so it can be confirmed that it is a genuine priority appeal.

What should I do if I don't get into my first choice of university?

First, don't panic. You can get advice from staff at school on results day about your options by booking a phone appointment. You may wish to go through clearing or sit the autumn exams or summer exams next year to try to improve your grade.

If you are going to appeal your grade, you must let your university know you are appealing. They will then let you know whether they will hold a place for you pending the outcome of an appeal (note that universities are not obliged to hold a place for you; this is at their discretion).

You know my /my child's grades. Why can't you tell us? What if you know we haven't met our university conditional offer?

We are forbidden from disclosing the Teacher Assessed Grades to any third party, including students and parents, until results days. Any teacher or member of staff who does this is committing exam malpractice.

Although students may have been given marks or grades on single pieces of evidence, we cannot disclose the final submitted TAG.

During the external quality assurance process taking place in June or July, our submitted TAGs may be moved up or down (although this will always be done through human agency, not by an algorithm).

We only know what a student's conditional offer is if they have chosen to share that information with us. It has not formed part of our objective grading of students. Where we do know this information, we must not let students know their submitted TAGs, even if they haven't met the conditions of their offer.