

Appeals Process 2021

The Deputy Headteacher (DH) will act as investigating officer (IO) for the appeals procedure in 2021. DH will not be involved in initial decisions on grades nor in the Quality Assurance process.

The governing body will appoint 2 members to review the evidence and decide whether the candidate's appeal should be upheld.

Candidates have the right to request detailed information on the evidence collected and the marks and, where appropriate, grades awarded for this evidence at any point in the process. They should do this using the request form available on the website. Candidates should be aware that they will not be informed of the final grade submitted before results day (A-Level: 10th August; GCSEs: 12th August) but may still request a review of evidence and grades before that date.

In the event that the DH is not available during the appeals process, the Head of Centre will nominate another investigating officer. This officer can be a member of the school staff or a suitably qualified person from another organisation, but they must not have been involved in the initial submission of grades nor the quality assurance process.

Candidates have the right to request a Centre Review of the evidence before or after results day.

Lodging a request for a Centre Review

The candidate should lodge a request for a Centre Review (using the request form) with the Deputy Headteacher **by email** to mwheeler@thomasmills.suffolk.sch.uk. This should include reasons why they feel the grade is incorrect and supporting evidence.

If the candidate is requesting a Priority Centre Review, they should provide evidence of how the grade is detrimental to their progression to further or higher education. Centre Reviews will only be given priority where it is clear that the grade has impeded this progression. All other Centre Review will be conducted under the Non-Priority timetable.

Candidates and their parents will be informed of the appeals process before grade submission and on results day.

Deadlines

Deadline for submission of Priority Centre Review: 16th August

Deadline for school decision on Priority Centre Review: 20th August

Deadline for submission of Priority Centre Review to awarding Body: 23rd August.

Deadline for submission by candidate of Non-Priority Centre Review: 3rd September

Deadline for school decision on Non-Priority Centre Review: 10th September

Deadline for submission of Non-Priority Centre Review to awarding Body: 17th September

Role of Investigating Officer (IO)

- 1) IO will acknowledge the receipt of the request for a Centre Review and inform the Head of Centre, the QA Lead for that subject and the Head of Department.
- 2) IO will check that there was not an administrative error when submitting the grade to the awarding body.
- 3) If the internal records and those of awarding body indicate that there has been an administrative error, IO will inform Head of Centre, QA Lead, Head of Department and Governors. IO can then submit a request to change the grade to the awarding body without delay.
- 4) IO must inform the candidate when the request to change the grade is submitted.
- 5) If there is no evidence that there has been an administrative error, IO will investigate if there had been an error in the process.
- 6) QA Lead will need to be available during this period to discuss the process with the IO. Ideally the Head of Department will also be available although this may not be possible for a priority Centre Review.
- 7) Teacher Evidence used to decide the grade will be stored securely. IO will have access to this evidence and that submitted with the appeal by the candidate.
- 8) IO will complete a report and submit this report to the nominated governors.
- 9) Nominated governors will deliberate and inform IO of their decision.
- 10) IO will inform Head of Centre, QA Lead and Head of Department of the decision.
- 11) If, following the Centre Review, the governors decide to uphold the candidate's appeal, the IO will submit a request to change the grade to the awarding body and inform the candidate of this in writing. If this request is unsuccessful, IO will inform the candidate and explain that they have the right to request an Awarding Organisation appeal which can be done through the school.
- 12) If, following the Centre Review, the governors decide not to uphold the candidate's appeal, the IO will inform the candidate of this in writing. IO will also explain to the candidate their right to request an Awarding Organisation appeal.
- 13) Once the outcome of the Awarding Organisation appeal is known, the examinations officer will inform the candidate of their final grade.
- 14) If the candidate believes the Awarding Body has made a procedural error in handling the appeal, they can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.
- 15) The school will inform the candidate of their right to apply to Ofqual's Exam Procedures Review Service.

QA Leads:

- A-Level: Mr A. Cann (Except Geography, Music, Physical Education, Psychology – Mr M. Ward)
- AS-Levels: Mr A. Cann
- BTEC Level qualifications: Mr M. Ward
- Cambridge Technical qualifications: Mr M. Ward
- GCSEs: Mr M. Ward (except Mathematics – Mr A. Cann)
- Level 1/Level 2 NVQs: Mr M. Ward

Appeals Process

After results day

Results issued (10/12 August)

1. **Student** asks centre for review because they think there has been an error

Note: Grades can go up, down or stay the same

Centre review: Centre checks for errors and process issues. Centre wants to change grade?

No

Yes

Awarding Organisation checks and issues final grade; may require input from Centre

Centre informs student of outcome

2. If **Student** thinks the error has not been resolved they ask centre for Awarding Organisation appeal

Centre submits Awarding Organisation appeal

Note: Grades can go up, down or stay the same

Awarding Organisation appeal:

Have processes been followed, is the grade a reasonable exercise of academic judgement?

No

Yes

Awarding Organisation issues final grade; may require input from Centre

Awarding Organisation issues final grade

Centre informs student of outcome

3. If dissatisfied, applications may be made to Ofqual's EPRS (Exam Procedures Review Service)