

Dear Parent/Carer,

As you will be aware A-level results day takes place on Tuesday 10th August and GCSE on Thursday 12th August. Further details will be issued on the organisation of these days nearer the time once we have any necessary updates regarding our COVID-19 risk assessment.

To ensure all students and parents/carers are aware of the appeal process, should it be required, we felt it was necessary to communicate the review and appeal procedures well in advance of this date.

On the school website we have shared a number of key documents which parents/carers and students may want to read prior to results being issued. Please click on this link to access these documents <https://egglescliffe.org.uk/exam-information/>

This includes:

- Centre Policy for Determining Grades in Summer 2021 (this has been approved by JCQ)
- Summary of Centre Review and Appeal to Awarding Organisation Process
- Appendix B-Student request form for Centre Reviews and Appeals to Awarding Organisations

During the assessment process, students were informed which sources of evidence would be used to determine their grades. In addition to this, grades/marks associated with them were issued, where deemed appropriate. Please note, we are not permitted to issue any final Teacher assessed Grades prior to the results day in August.

In addition to this, throughout the assessment process we have undertaken numerous internal quality assurance processes including departmental moderation and standardisation, administrative checks for the inputting of grades and SLT quality assuring that all teachers have followed the centre policy. This will be followed by external quality assurance checks by awarding organisations which will take place w/c 21st June.

This transparency, as well as thorough quality assurance checks, should result in very few students requesting a centre review or awarding body appeal once results have been issued.

However, should a student wish to submit a centre review or appeal to an awarding organisation they will need to follow this process.

Summary of Centre Review and Appeal process

Stage 1: Centre Review Student Request (Part A)

- In the event of a student believing there has been an administrative or procedural error they can submit a centre review.
- A procedural error means a failure to follow the process set out in the centre policy.
- An administrative error means an error in recording the grade or submitting the grade to the awarding body.
- Stage 1 on Appendix B MUST be completed by the student and submitted by 12pm 13th August 2021 for a priority appeal or by 12pm 3rd September for a non-priority appeal.
- This will need to be e-mailed to exams@egglescliffe.org.uk.
- Students should be aware that the outcome of this review could be that the original grade could be **lowered, confirmed or raised**.

Please note: A priority appeal is only for students applying to higher education who did not attain their firm choice. In this event the student must inform the higher education provider that they have requested a centre review or appeal. Students must include their UCAS personal ID on Appendix B for this to be processed as a priority.

Stage 1: Centre Review Outcome (Part B)

- Following a series of internal checks, students will be issued with a response to their request for a Centre Review.
- This outcome could be that the original grade could be **lowered, confirmed or raised**. Once a finding has been made the student cannot withdraw their request for a centre review.
- If the grade has been lowered the student will not be able to revert back to the original grade they received on results day.
- Following this outcome, a student can then decide to progress to Stage 2-appeal to awarding organisation

Stage 2- Appeal to Awarding Organisation

- A student can submit an appeal to the awarding organisation on the following grounds:
 - The centre made a procedural or administrative error
 - The awarding organisation made an administrative error
 - For the awarding organisation to check whether the academic judgment of the centre was reasonable in the selection of evidence
 - For the awarding organisation to check whether the academic judgement of the centre was reasonable in the determination of the grade
- Appendix B stage 2 will now need to be completed (this can only be submitted once Stage 1 has been completed).
- This must be submitted by the school on your behalf. It will need to be e-mailed to exams@egglescliffe.org.uk
- This needs to be submitted by 23rd August 2021 for priority appeals and by 17th September 2021 for non-priority appeals.

Please note: A priority appeal is only for students applying to higher education who did not attain their firm choice. In this event the student must inform the higher education provider that they have requested a centre review or appeal.

Summary of important dates

Priority Appeal Window

- **10th August to 13th August** – Student requests Centre Review (Stage 1)
Priority requests must be received via email by 12pm on Friday 13th August 2021 at the latest
- **10th August to 20th August** – Centre will conduct Centre Review
- **11th August to 23rd August** – Centre submits appeal to exam board (Stage 2)

Non-priority window

- **Results Day to 3rd Septemberⁱ 2021**– Student requests Centre Review (Stage 1)
All requests must be received via email by 12pm on Friday 3rd September 2021 at the latest
- **Results Day to 10th September 2021** – Centre will conduct Centre Review
- **Results Day to 17th September 2021** – Centre submits appeal to exam board (Stage 2)

We hope that by having this information in advance both students and parents/carers can have the necessary information to make an informed decision on submitting a review/appeal, should it be necessary.

Kind Regards

Mrs L.Oyston

Head Teacher
