



ST PETER'S  
CATHOLIC COLLEGE

Dear Parent/Carer,

To ensure all pupils and parents/carers are aware of the appeal process, should it be required, we felt it was necessary to communicate appeal procedures to all.

On the school website we have shared a number of key documents which parents/carers and pupils may want to read.

Please click on this link to access these documents

<https://stpeters.npcat.org.uk/tags-appeals/>

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-pupil request form for Centre Reviews and Appeals to Awarding Organisations

### **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 pupils' 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.

### **What do I do if I'm not happy with my / my child's grade?**

All pupils have the opportunity to appeal their grade if they meet the eligibility criteria (see below). It is important to note that an appeal may result in a grade being lowered, staying the same, or going up. So if a pupil puts in an appeal and their grade is lowered, they will receive the lower mark.

There is also the option to resit GCSEs, A levels and some AS levels in the autumn, which may be preferable to some pupils. The design, content and assessment of these papers will be the same as in a normal year.

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## **What is the process for appealing a grade?**

### **Stage 1: Centre Review pupil Request (Part A)**

- In the event of a pupil 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 pupil 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 [Herbert.j@stpeters.npcat.org.uk](mailto:Herbert.j@stpeters.npcat.org.uk)
- Pupils 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 pupils applying to higher education who did not attain their firm choice. In this event the pupil must inform the higher education provider that they have requested a centre review or appeal. Pupils 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, pupils 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 pupil cannot withdraw their request for a centre review.
- If the grade has been lowered the pupil will not be able to revert back to the original grade they received on results day.
- Following this outcome, a pupil can then decide to progress to Stage 2 - appeal to awarding organisation.

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## Stage 2- Appeal to Awarding Organisation

- A pupil 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 [Herbert.j@stpeters.npcat.org.uk](mailto:Herbert.j@stpeters.npcat.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 pupils applying to higher education who did not attain their firm choice. In this event the pupil must inform the higher education provider that they have requested a centre review or appeal.

### What will be the outcome of an appeal?

At either stage of the appeals process (see 'What are the two stages of an appeal?' below), a pupils' 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.

### How do I make an appeal?

Following results days, students should fill in the first section of the JCQ form [here](#) and send it to [Herbert.j@stpeters.npcat.org.uk](mailto:Herbert.j@stpeters.npcat.org.uk).

### What are the key dates?

#### Non-priority window

- Results Day to 3rd September 2021– pupil requests Centre Review (Stage 1)
- All requests must be received via email by 12pm on Friday 3rd September 2021 at the latest

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- 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 both pupils and parents/carers can have the necessary information to make an informed decision on submitting a review/appeal, should it be necessary.

Yours Sincerely,

Mr M Burns  
Executive Head Teacher

Mrs S Garthwaite  
Head of School

Mrs J Herbert  
Examinations and Data Officer

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