

Every student will have the right to appeal their grade if they so wish. In order to facilitate this all pupils and parents/carers will be provided with information about this process

In order to ensure that pupils understand the process by which they will be assessed we will be publishing to pupils and their parents/carers the evidence that we will use in assessing them. Pupils will also have an opportunity to confirm that the evidence that they have provided is their own work and to let the school know if there are any mitigating circumstances that they believe should be taken into account. Schools are required to take into account usual reasonable adjustments (e.g. exam access arrangements) and any special educational needs. The process the school uses to assess pupils in each subject will have also been approved by the relevant awarding body for each subject.

Should a student wish to appeal there are several stages of appeals process open to them. Appeals can only be initiated by the pupil and not a parent or carer.

### **Stage 1 – Appeal to the school**

**PRIORITY DEADLINE (post 16): 16 AUGUST, Appeal decided by 20 AUGUST**

**DEADLINE: 3 SEPTEMBER, Appeal decided by 10 SEPTEMBER**

If you think an error has occurred in the process the school followed you can ask the school to check that our processes were followed correctly. If an error is discovered the school will submit a revised grade to the exam board. To initiate this process please contact Mrs C Crabtree, Examinations Officer.

### **Stage 2 – Appeal to the awarding body (exam board)**

**PRIORITY DEADLINE: 23 AUGUST**

**DEADLINE: 17 SEPTEMBER**

If you are not satisfied with the decision the school has made after your stage 1 appeal then you can ask the school to submit a formal appeal to the exam board. The exam board will check that we followed our processes and the exam board requirements. They will also review the evidence used when making our judgement and check that the grade awarded was a reasonable exercise of academic judgement. If the exam board finds that the grade the school awarded was unreasonable they will determine the alternative grade and inform the school, who will in turn inform the pupil.

### **Stage 3 – Appeal to Ofqual – the “Exams Procedure Review Service” – EPRS**

If either the pupil or the school disagrees with the decision of the exam board after the Stage 2 appeal the case can be referred to Ofqual’s EPRS (Exam Procedure Review Service). It is important to note that the exam board’s decision on grading from Stage 2 is considered final unless the EPRS finds that the exam board made a procedural error.

Please remember that appeals at any stage are unlikely to result in an adjustment to a grade where the original grade was a legitimate and reasonable exercise of academic judgement supported by the evidence. Pupils also need to understand that grades can go up or down as the result of an appeal.

# 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

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

**Centre** submits Awarding Organisation appeal

**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)