

Every pupil will have the right to a review of 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 pupil 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. Pupils should take careful note of the timelines indicated. Only pupils taking Level 3 (Sixth Form) qualifications and who did not get into their first choice of higher education institution are entitled to the priority review/appeal process. To initiate the process you should contact Mrs C Crabtree, Examinations Officer. Pupils will need to complete a [review request form](#). Mrs Crabtree and Mr Wheatley will be available to provide advice to pupils about initiating any review/appeal and in how to complete the form.

Stage 1 – Centre Review

PRIORITY DEADLINE (post 16): 16 AUGUST, Review completed by 20 AUGUST

DEADLINE: 3 SEPTEMBER, Review completed by 10 SEPTEMBER

If you think an administrative or procedural error has been made by the school you can ask the school to check that our processes were followed correctly. Academic judgements are not reviewed during the Centre Review stage. If an error is discovered the school will submit a revised grade to the exam board.

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 Centre Review then you can ask the school to submit a formal appeal to the relevant awarding body. They will check that we followed our processes and the awarding body requirements. They will also review the evidence used when making our judgement and check that the grade awarded was not an unreasonable exercise of academic judgement (in determining the grade and/or the selection of evidence). 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 2 appeals can only be initiated once results have been released and the Stage 1 Centre Review completed. Pupils may withdraw any appeal until such time as the awarding body has made a decision.

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.

This policy can only be used to raise a review or appeal against results which have been issued. Pupils who wish to raise an issue with regards to non-entry must raise this through the schools usual complaints procedure.

Full information and guidance about the process can be found on the [JCQ website](#).

Mr P Wheatley

March 2021 based on draft JCQ guidance

Updated June 2021 following finalised JCQ guidance

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

Centre informs student of outcome

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

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)