

Dear Parents and Students

We have now successfully submitted all Teacher Assessed Grades (TAGs) to the relevant exam boards and are looking forward to the results days on the 10th August (A Level) and 12th August (GCSE). Please be re-assured that we have given all our students the best results possible based on the holistic judgement of the portfolio of grades and the summer assessment grades.

We have previously shared with you our school's policy and approach to determining the TAGs and details of the evidence base that we used consistently for students. Eligible students have been given their access arrangements, students have authenticated their work and reported any mitigating circumstances that may have affected their evidence portfolio. We hope that you now have a good understanding of the thorough processes we have completed.

The Joint Council for Qualifications (JCQ) and our Centre Policy states that we should share information regarding reviews and appeals with students and parents. In the unlikely event that a review and or appeal is required the details are shown below:

Colyton Grammar School Appeals Process 2021

Only appeal if you believe an error has been made. We will be following guidance issued by JCQ for the appeals process and our Centre Policy which was sent to you previously. It is important to note that an appeal may result in a grade being lowered, staying the same, or going up. So, if a student 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 students. The design, content and assessment of these papers will be the same as in a normal year

What are the grounds for appeal? There are five main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

- You think we have made an administrative error: an example of this would be putting the wrong information into a spreadsheet.
- You think we have made a procedural error: this means we haven't properly followed our own process, as approved by the exam board. An example of this would be where you've been told you should have received extra time for assessments, but this wasn't given in a certain subject.
- You think the academic judgement on the selection of evidence was unreasonable: you think the evidence used to grade you was not reasonable.
- You think the academic judgement on the grade you were given was unreasonable. What does 'unreasonable' mean?

'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade. This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence. It also means that the independent reviewers will not remark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.

Step 1 On results day 10th August 2021 if you believe an error has been made request the full Assessment Record which gives the details of grades on which the holistic judgement of the final grade was made. The record can be requested from Mr Stidwell on results day.

Step 2 if you still believe an error has been made submit a request for a Stage 1 Centre review. You can ask the centre to check whether it made a procedural error, an administrative error, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation. You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

A request for a Stage 1 **Centre Review** can be made by completing the **Student request Form** (available from Mrs Payne Exams Officer npayne@colytongrammar.com) by 16th August 2021 for priority appeals*

** A priority appeal is only for students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result.*

Stage 1 Reviews will be processed withing 2 working days

Step 3 Outcome of Stage 1 Centre Review reported to student and exam boards if any changes are made.

Step 4 if you still feel an error has been made request a Stage 2 **Awarding Organisation Review**. You can ask the awarding organisation to check whether the centre made a procedural or administrative error - or whether the awarding organisation itself made an administrative error. You can also ask the awarding organisation to check whether the academic judgement of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

Step 5 request a Stage 2 **Awarding Organisations Review** completing the **Student Request Form** by midday on 20th August 2021 (please note that we cannot guarantee that reviews can be processes and sent to exam boards by 23rd August if request arrives after the 20th Aug)

Stage 2 Organisational review forms will be processed as quickly as possible and within 5 working days

Step 6 The school will inform you of the outcome of the review

The above process will apply for non-urgent appeals from the 3rd September 2021

Please don't hesitate to contact me if you would like any further information regarding the review process.

Kind regards

Mr R Stidwell

Assistant Head