



THE PRIORY SCHOOL

D O R K I N G

Headteacher: Mrs J Trimnell

24th June 2021

Dear parents and carers

In advance of GCSE and A-Level results days this year I am writing to clarify with you the process for appeals this year.

JCQ (Joint Council for Qualifications) provided schools with the guide to appeals on 8th June. An overview of this process for parents and students can be viewed on our website [here](#).

In the following pages you will find a summary of the essential information in relation to appeals along with a FAQ section. If you have any further questions regarding appeals or results day this year please contact me via email (lat@priorycofe.com).

May I finally remind you that results this year can be collected between 9am-10am on 10th August for A-Level students and the 12th for GCSE students. Results can only be released to the student who they belong to. If the student is unable to come in and collect them they can write a signed letter to authorise another person, this needs to be given to the exams officer either on results day or in advance of that day.

Any results not collected will be posted home on the same day. Results cannot be emailed or shared over the phone.

Kind regards

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Deputy Headteacher

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Timeline for Appeals;

A- Level candidates with university offers;

The timeline for the priority appeals window for Year 13 students with university offers is from the 10th to the 23rd August. Any student who requests a priority appeal must include their UCAS personal ID with the appeal application for it to be processed as such. It is important to note that universities are not obliged to keep offers open whilst an appeal is pending.

A-Level candidates without university offers and GCSE candidates;

For all other students the window in which they can appeal is from 10th August to the 17th September. Results from these appeals are likely to be received back from the board by October

How to Appeal;

There are three stages to the appeals process this year. An appeal has to progress through each stage of the appeals process: no appeal can for example go straight to stage 2. All appeals have to be submitted via the school, no appeal can be sent directly from the student to the exam board. The diagram below clarifies this.

It is important for all students to be aware that if they appeal then their results may go up, down or remain the same. Whatever the ultimate result of the appeal that will then be the student's final awarded grade.

On results day students will receive a printed copy of the form required for completion in order to request an appeal as well as a reminder of the appeals process. Any requests for appeals will require both the completion of an online form to notify the school and also the paper form for the JCQ process.

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

Centre submits Awarding Organisation appeal

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

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)

Frequently asked questions

1. What should I do before appealing?

Students must read the JCQ Student and Parent guide before appealing, which will be available on the JCQ website by results days.

We may not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in normal years, as we have already moderated and quality assured all the grades ourselves.

2. How were my grades awarded this year?

Teachers identified what evidence would be used to award grades this year. The evidence for each student was collated. Teachers then reviewed each set of evidence considering the relevant grade boundaries and this year's grade descriptors. A holistic judgement was made as to which grade descriptor best fitted the evidence provided by each student.

3. How did teachers choose the evidence base?

As a school every subject was required to include the mock exam(s), NEAs (if part of the course) and in class assessments in their evidence base. This was because they cover the majority, if not all of the course studied. They were also;

- completed in high or medium control allowing the teacher to authentic the work for each student.
- the majority of assessments used were generated by the exam board or via the board's exam builder tool.
- Exam board mark schemes and, where appropriate exam board grade boundaries, were applied.

In addition some departments included further assessments that had been completed during the two year course. This provided a wider base of evidence although the level of control was often lower in these assessments and the work was done earlier in the course.

In our professional judgement we believe that this gives greatest emphasis on more recent work as required by JCQ. It also provided the scope to include evidence from across the two years if this was judged to be necessary and applicable to the whole cohort.

4. How was the marking of my work, including my mocks, checked?

In all subjects teacher's marking was moderated. This means that teacher's checked each other's marking and department teams compared marking. Adjustments were made if needed so that the school is secure in the quality and standard of this in all departments. Heads of faculty, the deputy headteacher or colleagues from outside of the school completed this in departments with only one main subject teacher.

5. Could teachers award me my grade using any other pieces of my work that were not part of the evidence base?

No, the requirements this year mean that only work that is included in the evidence base should be used to generate the final grade.

6. What has the school done to ensure objectivity in this process?

This has been achieved in several ways including;

- One or more pieces of the evidence base were blind marked. This means the teacher did not know who's work it was that they were marking because names were not included on the papers.
- Moderation of work means that the teacher's grading was being checked against the objective standard set in the mark scheme by a member of staff who did not teach the student.
- Mrs Trimnell and Mrs Abbott reviewed all grades for all subjects in collaboration with the Head of Department critically reviewing the process, the evidence base and the final TAGs.

At all stages these processes meant that TAGs were being worked towards and only finalised after the completion of the process.

7. Are teachers allowed to include any amount of prediction in my grade this year?

No. Teachers can only give a grade based on the evidence in front of them. Students cannot receive a grade that exceeds the evidence.

8. What if there is a real mixture of levels shown in a student's evidence base? How do teachers decide on a grade?

Teachers this year have been directed to use reasonable professional judgement to identify which grade descriptor best fits the evidence that is in front of them for each student.

9. What will the exam board be looking for if I appeal my teacher assessed grade this year?

'The independent reviewer will consider whether the original Teacher Assessed Grade decision was reasonable on its own terms, not if any alternative proposition for the Teacher Assessed Grade or evidence put forward by the student, would be a more reasonable exercise of judgement... The teacher's judgement will be considered unreasonable only if it is such that no teacher acting reasonably could have reached the same judgement' JCQ

8a. 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.

10. If I appeal my grade and it goes down can I choose to keep the original, higher grade?

No. The grade decided by the appeal is the grade that you will be awarded.

11. Can a parent or carer submit an appeal for their child?

No. The grade belongs to the student. The student has to sign to request the appeal. Obviously a parent or carer can assist their child in completing the appeal application.

12. How do I know what the school's procedure was?

The school Centre Policy is on the school website. This explains everything the school should do and has done. The policy was authorised and approved by JCQ.

13. What if I am unhappy with my grade but I know that the grade is a reasonable judgement based on the evidence?

Every student has the opportunity to sit GCSE or A-Level exams this autumn. The results of these exams will be graded by exam boards in the normal way. Grades will

then be awarded and exam certificates provided by the exam boards. More information on this will be provided on results day.

14. How long will the exam board take to complete an appeal?

Once submitted the exam boards will aim to return an appeal decision within 42 days.

15. What should I do if I don't get into my first choice of university?

First, don't panic. Speak to Mr Harrison about your options. You may wish to go through clearing, or sit the autumn exams or summer exams next year to try to improve your grade.

If you are going to appeal your grade, you must let your university know you are appealing. They will then let you know whether they will hold a place for you pending the outcome of an appeal (note that universities are not obliged to hold a place for you; this is at their discretion).