



16th July 2021

Dear Parents and Carers,

Process of Appeals for Teacher Assessed Grades Summer 2021

The arrangements for awarding grades to students in summer 2021 include internal and external quality assurance measures which aim to ensure that on results day students are issued with fair and consistent grades that have been objectively reached.

Although everyone has worked hard to make sure that students are issued with the correct grades on results day, there is also an appeals system in place to fix any administrative or procedural errors that were not previously identified.

The following information on appeals is adapted from the JCQ guidance for students and parents:

<https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf>

If a student believes an error has been made in determining their grade, they will have a right to appeal. There are two stages to the appeals process:

Stage 1: centre review

If a student doesn't think that they have been issued with the correct grade, they can appeal to their school or college, who will review whether they:

- made an administrative error, e.g. they submitted an incorrect grade; they used an incorrect assessment mark when determining their grade;
- did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

To help students decide whether to appeal, they can request that their school or college shares with them the following information on results day if not before:

- their Centre Policy – this is available on the KCC website;
- the sources of evidence used to determine their grade along with any grades/marks associated with them;
- details of any special circumstances that have been taken into consideration in determining their grade, e.g. access arrangements, mitigating circumstances such as illness.

If you would like to know the detail of the sources of evidence that have been used to determine your child's teacher assessed grades in any subject before results day please email admin@kingsbridgecollege.org.uk to request this information.

Stage 2: appeal to the exam board

If a student still doesn't think they have the correct grade after the centre review is complete, they can ask their school or college to appeal to the exam board, who will review whether:

- the school or college made an unreasonable exercise of academic judgement in the choice of evidence from which they determined their grade and/or in the determination of their grade from that evidence;
- the school or college did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness;
- the exam board made an administrative error, e.g. they changed their grade during the processing of grades.

At both stages of the process students will need to submit their appeal to their school or college and give them their written consent to conduct the appeal or submit it to the exam board on their behalf. It's important to remember that **grades can go down, up or stay the same** through either stage of the process.

If students have a place at college, or a different 6th form provider, that is dependent on their appeal, they should tell the establishment they are hoping to go to so they can decide how to handle their offer. They must also make it clear in their centre review request so we can ask the exam board to prioritise their appeal, if an appeal is necessary. The timelines for priority and non-priority appeals will be as follows:

10 August to 7 September: priority appeals window

10 August to 16 August: student requests centre review – Centre reviews which are not submitted by this date may lead to appeals not being completed in them for a higher education place dependent on the outcome of the appeal

10 August to 20 August: centre conducts centre review and reports findings to students and parents

11 August to 23 August: centre submits appeal to exam board if requested

10 August to end October: majority of non-priority appeals take place

10 August to 3 September: student requests centre review

10 August to 10 September: centre conducts centre review and reports findings to students and parents from 6 September

6 September to 17 September: centre submits appeal to exam board if requested

Finally, if a student believes the exam board has made a procedural error in handling their appeal, they can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.

Once students have received their results, in order to begin the process of appealing a result students or parents will need to go onto the college website and go to the parents' tab, where they will find the Teacher Assessed Grade 2021 tab: <https://www.kingsbridgecollege.org.uk/884/teacher-assessed-grades-2021>. Students need to fill in the Appendix B Form for Centre Reviews and email that form to: examappeals@kingsbridgecollege.org.uk. This email address will be live from the A Level results day on 10th August. Students completing the form need to indicate that they understand that their grade can go down, up or remain the same as a result of an appeal. If students are not staying on at KCC for 6th form, please ensure that students do not use their college email address to request a centre review as these email addresses will stop working on 31st August 2021.

Yours faithfully



Sarah Stead
Deputy Principal