

Watford Grammar School for Girls



Examination (TAGs) Appeals Policy
Summer 2021

1. Scope and principles

This policy sets out how WGGs will manage appeals linked to Teacher Assessed Grades in 2021.

The Joint Council for Qualifications (JCQ) has published '[A guide to appeals processes](#)', which gives detailed guidance on how appeals should be managed this year.

This policy is based on that guidance, and outlines how WGGs will ensure that the guidance is implemented effectively in this centre.

2. Information sharing

WGGs recognise the importance of providing candidates with a body of information so that they can make informed decisions about appeals.

WGGs will share some information before results days:

- During the summer term, the school has told students the pieces of evidence to be used in determining grades in each subject area. Separate emails have been sent to those students for whom it has been necessary to vary the evidence base, setting out variations.
- The Centre Policy has been published on the school website.
- This appeals policy, and a student-friendly summary, will be sent to students and parents on Monday 9th August, ahead of results days.

On results days, the school will additionally release:

- The marks associated with individual pieces of evidence.
- Details of how special circumstances have been taken into account in determining grades.

3. Centre Reviews

Any candidate who wishes to use the appeals process must, in the first instance, request a Centre Review. They must request this review because they believe that the school has:

- made an administrative error in relation to a result; or
- failed to follow its procedures properly or consistently in arriving at a result.

Concerns about academic judgement (unreasonableness) cannot be considered in a Centre Review. Any candidate wishing to appeal about unreasonableness must first request a Centre Review, and then make a subsequent appeal to the Awarding Organisation.

A Centre Review can result in a candidate's grade remaining the same, going up, or going down. Once a finding has been made the candidate cannot withdraw their request for a centre review. If the grade has been lowered the candidate will not be able to revert back to the original grade they received on results day.

i) Requesting a Centre Review

Any candidate wishing to request a Centre Review must do so by completing the 'Centre Review request form'. This is an electronic form. Candidates must complete this carefully. A link to this form will be made available to candidates from their results day.

ii) Deadlines for requesting Centre Reviews

Centre Reviews should be requested by:

- 16th August 2021 for priority appeals. These are appeals being made by students who are applying to Higher Education and who did not receive the grades for their firm choice. A student requesting a priority appeal will be required to enter their UCAS identification number. In order to ensure that priority appeals can be processed in sufficient time to allow a subsequent priority

appeal to the Awarding Organisation, should this be needed, candidates are strongly advised to submit their request **as soon as possible once results are known and no later than 9am on Monday 16th August.**

- 3rd September 2021 in all other cases.

All priority requests for Centre Reviews received by Monday 16th August 2021 will be completed by Friday 20th August 2021. All other requests for Centre Reviews will be completed by Wednesday 15th September.

iii) How WGGGS will manage Centre Reviews

In completing the 'Centre Review request form', the candidate will have identified the error they believe has occurred. A member of WGGGS staff will check to see whether this error has occurred.

If an error is identified, the centre will then consider whether this would have affected the grade submitted to the awarding organisation. It will follow this process:

- The member of staff who identifies the error will alert the Exams Officer and a member of SLT.
- The member of SLT will consider whether the grade would have been affected. They will, if necessary, consult with other colleagues, including the Subject Leader.
- If a grade change is deemed necessary, the centre will inform the awarding organisation, following the processes set out in Appendix A of the JCQ appeals guidance.

In the case of all centre reviews, the 'Centre review outcome' form in the JCQ guidance will be completed to show the outcome of the review, and returned to the candidate, along with information about appeals to the awarding organisation. A copy of this will be held on record by the centre.

iv) The impact of Centre Reviews on the grades of other students

It is possible that, in undertaking a Centre Review, WGGGS will identify an issue which has implications for other students who have not requested a Centre Review. For example, if an error has been made in entering data, it is possible that several students will have had incorrect information entered for them.

In dealing with this situation, WGGGS will follow closely JCQ guidance:

- If it is found that other candidates have received grades which are lower than they should have been, WGGGS will rectify this by notifying the Awarding Organisation and then the candidates.
- If it is found that other candidates have received grades which are higher than they should have been, the Head of Centre will be informed. The Head of Centre will make a judgement about whether to adjust the grades for these candidates, who have not consented to a Centre Review and so to the possibility that their grades will be lowered. In making this judgement, she will be guided by the guidance in appendix D of 'A guide to appeals processes'. A written record of the decision will be kept, and the Awarding Organisation notified if the Head of Centre judges that grades should be lowered.

4. Appeals to the Awarding Organisation

If a candidate has had a completed Centre Review, they may then request an appeal to the Awarding Organisation.

They may appeal to the Awarding Organisation because they believe:

- there has been a procedural error by the centre; or
- there has been an administrative error by the awarding organisation; or
- there has been an unreasonable exercise of academic judgement.

An appeal to the Awarding Organisation can result in a candidate's grade remaining the same, going up, or going down. Once a finding has been made the candidate cannot withdraw their request for an appeal to the Awarding Organisation. If the grade has been lowered the candidate will not be able to revert back to the original grade they received on results day.

i) Requesting an Awarding Organisation appeal

Any candidate wishing to appeal to the Awarding Organisation must do so by completing the 'Awarding Organisation appeal form'. This is an electronic form, and the link will be made available to candidates who requested a Centre Review, when the outcome of the Centre Review is reported to them. Candidates must complete this carefully.

Students can submit one appeal per qualification to the awarding organisation so it is important that all applicable grounds for appeal are selected at the point of the original review/appeal submission. This is important because it will enable the awarding organisation to check all relevant aspects of the appeal at the same time, it supports accurate decision making and should take less time to process than if students were able to submit multiple appeals on separate grounds. Students should only select the ground for which they have a genuine concern that an error has been made. An appeal to the awarding organisation on the grounds of an unreasonable exercise of academic judgement in the determination of the grade is likely to be completed more quickly than an appeal made both on that ground and the ground of a procedural failure, which may require two decision-makers. This is a particularly important consideration for students who require a priority appeal decision. For all grounds of appeal, grades may be lowered or stay the same as a result of an upheld decision, as well as be increased.

ii) Deadlines for requesting appeals to the Awarding Organisation

Candidates should submit the 'Awarding organisation appeal form' by:

- 23rd August 2021 for priority appeals. These are appeals being made by students who are applying to Higher Education and who did not receive the grades for their firm choice. A student requesting a priority appeal will be required to enter their UCAS identification number.
- 17th September 2021 in all other cases.

Candidates making a priority appeal to an Awarding Organisation **are strongly encouraged** to ensure that they have completed their electronic form by **9am on 23rd August 2021 at the latest** to allow time for the submission of these requests to the Awarding Organisations. All other requests will be submitted to the Awarding Organisations by 17th September.

iii) How WGGs will submit appeals to the Awarding Organisation

When a candidate completes the electronic form to indicate that they wish to appeal to the Awarding Organisation, WGGs will:

- Submit this appeal, on behalf of the candidate, to the Awarding Organisation.
- Provide to the Awarding Organisation all other evidence needed by the Awarding Organisation in order to process the appeal.
- Notify the candidate that this has been done.

The centre will follow the processes of the Awarding Organisation in making these submissions.

iv) How appeals will be dealt with by Awarding Organisations

Once an appeal has been submitted to the Awarding Organisation, the Awarding Organisation will consider the appeal. WGGs will respond to the directions of the Awarding Organisation and the specific requirements it may make at the time of the appeal. However, the JCQ guidance on appeals indicates that the outline process will be:

- i) Once the Awarding Organisation has considered the appeal, it will inform the centre that the appeal has been rejected or upheld. An appeal which is upheld, in whole or in part, will not necessarily result in a change to the grade.
- ii) If the Awarding Organisation determines that there has been centre procedural error or that alternative evidence should have been included in the range of evidence, it will report this to the centre and direct the centre to review the grade. In this instance, the WGGS Exams Officer will inform a member of SLT, who will oversee the review of the grade, calling upon other staff, including the Subject Leader, if needed. WGGS will communicate information about the outcome of the review of the grade to the Awarding Organisation.
- iii) If the Awarding Organisation determines that there has been an unreasonable exercise of academic judgement, the Awarding Organisation will determine an alternative grade.
- iv) Once instructed to by the Awarding Organisation, WGGS will share the outcome of the review with the candidate. WGGS will also provide further details about the final stage of appeals, which is to contact the Exam Procedures Review Service.