

How Hinchingsbrooke will process appeals Summer 2021

All student requests for a **stage 1 centre review** will be accepted and processed by the school. As part of our review, we will consider:

- ✘ The reason presented by the student for the review, where this has been specified and any evidence provided by the student about issues that were not known about at the time the grade was determined
- ✘ The school's approved policy and whether it was followed properly and consistently
- ✘ The evidence used to determine the student's grade
- ✘ Any relevant assessment records detailing for the student any amendments to the range of evidence used for the cohort and, where applicable, steps taken to address any known mitigating circumstances/special consideration or approved access arrangements/reasonable adjustments
- ✘ A record that the grades had been signed off by at least 2 teachers in the subject, one of whom was the head of department/subject lead or headteacher where there was only one teacher in the department/subject
- ✘ The record, where it exists, of any relevant pre-results communications between the school and student (for example, where a student has raised mitigating circumstances earlier in the process)
- ✘ Relevant administration records

It is possible for a procedural failure or an administrative error to be identified but for **no change** to be made to the student's grade. It is also possible for grades to be **raised** or **lowered** as the result of an appeal.

Where advance procedural and administrative checks have been carried out before an appeal (as part of the school's quality assurance process), the checks will not be repeated if the appeal is based on issues already addressed by the checks, and records of this are available for the awarding organisation.

A list of evidence required for **stage 2 appeals** is available in Appendix C of the JCQ Appeals Guidance.

The checklist will be completed by the school and, where possible, will be submitted along with the evidence at the time of the appeal

In cases where an appeal is made based on an awarding organisation's administrative error, the appeal only needs to show that the grade submitted by the centre is different to the grade given by the awarding organisation.

The grounds upon which an appeal is made will affect the evidence and rationale required:

- ✘ Appeals made on the grounds of a general procedural check or on the grounds that there has been an unreasonable exercise of academic judgement in the determination of the grade from the evidence **do not** require submission of an explanation
- ✘ Appeals made on the grounds of a procedural check in relation to mitigating circumstances or access arrangements/reasonable requirements **do** require submission of an explanation
- ✘ Appeals made on the grounds of an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade **do** require an explanation of the student's concerns
- ✘ Appeals made on the grounds of an administrative error **do** require an explanation of the perceived error



Determining the outcome of an appeal

Appeals can result in a student's grade being raised, staying the same, or being lowered.

Stage 1 appeals

After considering stage 1 centre appeals, the school will complete section B of the JCQ form. In cases where the appeal seeks a grade change, the form will be reviewed and signed off by a member of the school senior leadership team (SLT) and checked by the Exams Officer. The completed form will then be sent back to the student.

In cases where the school identifies an error with the grade submitted to the awarding organisation, we will submit a changed grade with any required evidence to the awarding organisation. The grade will only be changed if the awarding organisation agrees that the change is appropriate.

Stage 2 appeals

Stage 2 awarding organisation appeals will either be rejected or upheld in whole or in part. An appeal being upheld (allowed) does not in itself mean a student's grade will be changed.

In cases where the awarding organisation:

- ▣ Identifies a procedural error; or
- ▣ Finds alternative evidence should have been included in the range of evidence and that this may have impacted the TAG,

They will direct the school to review the TAG. The school will then report to the awarding organisation if we believe a grade should be changed. The organisation may also impose a change.

When appeals are made on the grounds of procedural error, they will be evaluated by an awarding organisation staff member or an independent reviewer appointed by the awarding organisation. The awarding organisation will then report any grade change to the school, following any final quality assurance checks. The school will also be told the reason for any decision.

Should the awarding organisation identify an unreasonable exercise of academic judgement, an independent reviewer appointed by the awarding organisation will determine the alternative grade. The awarding organisation will then report the revised grade and outcome of the appeal, with reasons, to the school

We will share the outcome of the awarding organisation appeal, and where appropriate the next stage of the process, with students promptly.

