

2021 Teacher Assessed Grades Appeals Policy

Dixons McMillan Academy

Introduction

In Summer 2021, certain GCSE, GCE and other qualifications containing components of non-examination assessment (or units of coursework) have been internally assessed (marked) and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification were then submitted by the deadline set by the awarding body for external moderation.

If a student (including private candidates) feels the grade they've received is wrong, there is an appeal process unique to this summer series for them to follow. There are two stages to this process. In addition, a priority process is available 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.

Purpose of the policy

This procedure is designed for Dixons McMillan Academy to meet the General Qualifications Alternative Awarding framework for summer 2021 – <https://www.gov.uk/government/publications/general-qualifications-alternative-awarding-framework> – together with the relevant general / standard and qualification level conditions of the qualification regulators for England, and Wales (Ofqual and Qualifications Wales). Their regulatory documentation underpins the awarding organisations' appeals processes. This guidance applies solely to the appeal of a result issued in summer 2021.

The JCQ document A guide to the awarding bodies' appeals processes (effective from November 2020), will still apply for the appeal of a finding of malpractice, the sanction applied by an awarding organisation, and access arrangements/reasonable adjustments for a future examination series. Appeals against the outcomes of post-results services and special consideration do not apply for the summer 2021 series. Any sanctions applied to a student by an academy will be subject to the academy's internal appeals process.

General principles

The appeals process for summer 2021 allows students to appeal their grade where they believe there has been an error. They must first ask their centre to review whether an administrative or procedural error has been made. The JCQ student guidance for appeals will be found ahead of results day at <https://www.jcq.org.uk/summer-2021-arrangements/>.

If an academy identifies an error with the grade it submitted to the awarding organisation, it must submit a revised grade with rationale for the grade change to the awarding organisation. If the awarding organisation is satisfied with the rationale presented by the academy and it considers it is appropriate to correct the result, it will issue a revised grade.

Where the academy does not believe that an error has been made but a student believes that an error persists, a student may ask the academy to submit an appeal to the awarding organisation on their behalf. The academy must submit the student's appeal if requested and must provide the required full supporting evidence. Depending on the grounds of the appeal, the awarding organisation will consider:

- whether the grade reflects an unreasonable exercise of academic judgement
- and / or whether the academy followed its procedures properly and consistently in arriving at the student's result or in conducting its review
- and / or whether the awarding organisation made an administrative error

Retaining evidence

It is important that, where possible, all evidence and records on which a student's grade is based, including copies of the student's work and any mark records, is retained safely. This will be needed to support the determination of students' grades, the internal and external quality assurance processes and appeals. It is not a requirement that the original version is retained and a scanned copy of handwritten evidence or digital document will be acceptable. In line with the Ofqual document Information for heads of centre, heads of department and teachers on the submission of teacher assessed grades: Summer 2021 <https://www.gov.uk/government/publications/submission-of-teacher-assessed-grades-summer-2021-info-for-teachers>, any evidence produced after 24 March 2021 must be retained by the academy.

If a student appeals because they believe an unreasonable exercise of academic judgement in selecting the evidence used, alternative evidence may need to be submitted to an awarding organisation.

The academy will retain any information about a student's access arrangements / reasonable adjustments, or mitigating circumstances affecting their performance in an assessment, which has been considered during the process of determining a student's grade even if this was deemed not to be relevant. This must include the reason for the teacher's decision.

If the appeal is solely on the grounds of an awarding organisation administrative error, the appeal need only demonstrate that the final grade the academy submitted to the awarding organisation was different to the grade issued by the awarding organisation.



Sharing information with students

Before results are issued, the academy will take all reasonable steps to ensure all students, including private candidates, have information about the arrangements in place for conducting centre reviews and submitting appeals to the awarding organisation following a centre review, including providing them with a statement of the arrangements promptly when requested.

The academy is required to maintain the confidentiality of students' grades. Students will not be told the final teacher assessed grade that has been submitted to the awarding organisation. Grades will only be shared with students on the published results date once the awarding organisation has issued the final grades.

Centre procedural and administrative errors

Although the academy will have undertaken robust internal checks and a quality assurance exercise to ensure the grades submitted to awarding organisations are correct, there is always a small possibility that a procedural or administrative error is identified, outside of the centre review process, before the results are reported. After the submission of grades, the academy may undertake a further quality assurance exercise in order to minimise the number of potential centre reviews based on administrative errors.

If this happens after teacher assessed grades have been submitted, but before the awarding organisation's online portal for the submission of teacher assessed grades has closed, the academy will re-submit the revised teacher assessed grade. This will be accompanied by a new Head of Centre declaration.

Where a procedural or administrative error is discovered before results day, but after the awarding organisation's online portal for the submission of teacher assessed grades has closed, the academy will contact the relevant awarding organisation with details of the error identified. Where appropriate, if time allows, the awarding organisation will rectify the error before results are reported to students.

In a small number of cases, the error may be identified too close to results day for it to be rectified by the awarding organisation before the student receives their results. In these cases, the academy will make clear to the student when they receive their results that an error has been identified and reported to the awarding organisation to be corrected. The academy will explain to the student what impact this is likely to have on their grade, particularly if the grade will be lower as a result. The awarding organisation will report the revised grade as soon as possible after results day.

Procedural and administrative checks may take place before or after results have been issued whether they are prompted by a student or an academy's own quality assurance processes. Each academy will need access to all the following records and will need to 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 academy's approved policy and whether it was followed properly and consistently
- the evidence which was 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 two teachers in the subject, one of whom was the head of department / subject lead or Head of Centre where there was only one teacher in the department / subject
- the record, where it exists, of any relevant pre-results communications between the academy and student (for example, where a student has raised mitigating circumstances earlier in the process)
- relevant academy administration records

Stage one – centre reviews

This is the first stage of the appeals process in summer 2021. This section covers the academy's role in handling requests from students who wish to correct a perceived error once they have received their grades. Procedural and administrative checks may take place before or after results have been issued when they are prompted by the academy's own quality assurance processes. For example, the academy may conduct quality assurance checks should a student query the information shared and retain these records for use after results have been issued.

The evidence for the review described in the 'Centre procedural and administrative errors' section of this policy must be available at any point from when grades are submitted. If an academy has completed checks in advance, it does not need to repeat the checks after results day as long as the issue raised by the student has been addressed by the checks carried out previously and the records are available and provided to the awarding organisation in the event of an appeal to the awarding organisation.

In cases where a student raises an issue that hasn't been considered in checks that were conducted in advance of results day, then this new issue will need to be considered for the centre review to be completed.

Who can request a review and when?

Any student, including a private candidate, may submit a request for a centre review on the grounds that the academy has:

- failed to follow its procedures properly or consistently in arriving at that result, or



- made an administrative error in relation to the result

Requests for appeals on the grounds of academic judgement (unreasonableness) will only be considered by awarding organisations (at stage two) and not by the academy. In these cases, an initial centre review will still be completed to ensure that the academy has not made any procedural or administrative errors. The academy will not review its academic judgements during the centre review stage.

To decide whether to request a review, students will need access to certain information before results day, or on results day, if it has not already been made available to them. This must include:

- the academy's policy
- the sources of evidence used to determine the student's grade, along with the marks / grades associated with them
- details of any variations in evidence used based on disruption to what that student was taught
- details of any special circumstances that have been considered in determining their grade, e.g. access arrangements / reasonable adjustments or mitigating circumstances such as illness

A centre review will be completed, and an outcome reported to the student before an appeal can be submitted to the awarding organisation. Any appeals submitted where this has not happened, will be rejected by the awarding organisation and a new application will need to be submitted once the centre review has been completed.

All requests for a centre review, including those from private candidates, must be made directly to the academy which submitted the grade/s. Requests for centre reviews must be made by the candidate to the academy by:

- **16 August 2021** (priority appeals – 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)
- **3 September 2021** (in all other cases)

This will enable the academy to meet the deadlines to submit appeals to awarding organisations.

Centre reviews which are not submitted by these dates may lead to appeals not being completed in time for those with a higher education place dependent on the outcome of the appeal.

For reviews where a higher education place is dependent on the outcome of an appeal, students must include their UCAS personal ID. The student should also notify their preferred higher education provider that a review has been requested at the earliest possible opportunity so that they can decide how to handle their offer.

Given the short timescales for requesting centre reviews, and for submitting subsequent awarding organisations appeals, the academy will have:

- a clearly documented process and appropriate resources in place to handle reviews and appeal requests from results days
- clearly communicated the process to students in advance of results days
- ready access to the materials needed by the student to assess and decide whether to request a review

The academy will accept and process / investigate any request for a review from a student. Failure to do so could constitute malpractice and awarding organisations will follow up on such cases.

Administering review requests

To request a review, the template found in Appendix B of this policy must be completed.

The academy will keep a record of all review applications received, and the outcomes of those reviews.

A student may submit a request for a review but subsequently decide they wish to withdraw it. They will be allowed to do so as long as no finding has been made. A centre review application cannot be withdrawn once a finding has been made.

Determining a review outcome

The types of procedural failure a student may raise, and the academy will need to check, may include:

- the existence and consideration of mitigating circumstances at the time of an assessment
- the provision of agreed access arrangements / reasonable adjustments for an assessment
- the process for determining and quality assuring grades (for example, internal standardisation, authentication of student work)

In cases where the academy considers that there has been a procedural failure or administrative error, the academy needs to decide whether this affected the grade submitted to the awarding organisation. The resulting outcome may be that the grade is raised, stays the same or is lowered, depending on the impact of the error or failure.

It is possible for a procedural failure, or an administrative error, to be identified but for this not to have had any impact on the grade awarded. In this case, the outcome of the review would be that the grade stays the same.

In such cases where the review determines the grade should be lowered, the student who has submitted the review will already have consented to their grade being lowered as a possible outcome and the academy will, therefore, submit a request to lower the grade to the relevant awarding organisation.



The review may highlight other students who have been impacted by the same issue. In some cases, those students may also be found to have a lower grade than they should have received, and the academy should rectify this. In other cases, there may be a student or students whose reported grade is too high. For example, one student's marks could have been transposed with another student's, leading to one student having a grade higher than it should be but the student with the higher grade is unlikely to have submitted a centre review.

These students will not have consented to having their grades lowered unless they have separately submitted requests for reviews. In these cases, the academy will carefully consider the impact of lowering the students' grades before requesting the awarding organisation to do so. In most instances, it will be appropriate to lower the grade, as not to do so could have an adverse impact on public confidence. Allowing incorrect grades to stand could also have an adverse impact on employers or educational institutions who rely on the grade in future as well as on the student, if for example, they progress on to a course they were not equipped for. However, there could also be an adverse impact on the individual student by correcting the grade at this point.

Reporting an outcome – pre-results

If a centre review takes place before results are issued, and an error is identified, the error may be corrected before results are issued. The academy will confirm to the student that the review has been completed, that an error has been identified and that the appropriate steps have been taken to rectify the error. However, the academy will not share information about any new grade that has been submitted for the student until the date for the publication of results.

Reporting an outcome – post-results

Once the academy has considered the review and determined if a grade change is necessary due to a procedural failure or administrative error, it must report the outcome either to the student who submitted the review (if the grade has not changed) or to the awarding organisation to request a change to the grade.

If the academy's review finds a failure and concludes that a grade change is needed, before reporting the outcome to the student, the academy will submit an error correction request to the relevant awarding organisation as soon as possible.

The error correction request to the awarding organisation will include the outcome of the review, the reason for the decision made and will be signed off by the Head of Centre or a designated member of the senior leadership team. Awarding organisation staff will then consider the outcome and reasons and make the final decision about changing the grade.

Amended grades will be reported to the academy to be shared with the student along with the academy's review decision. In cases where the awarding organisation disagrees with the academy's decision to amend a grade as the result of a review and considers it inappropriate to do so, or considers a different grade to be appropriate, the awarding organisation will clearly communicate its reasons to the academy.

The decision the academy provides to the student will be set out using the template included in Appendix E.

A record of the outcome of all reviews must be kept by the academy.

Whether or not a procedural or administrative failure was found, and whether or not the grade changed as a result, all students have the right to submit an appeal to the awarding organisation as the next stage in the process.

Any appeal to the awarding organisation must be submitted on the student's behalf by the academy that carried out the relevant review, with the consent of the student.

Stage two – appeals to the awarding organisation

This is the second stage of the appeals process in summer 2021. This section covers the academy's role in submitting student appeal requests to awarding organisations.

Who can request an appeal and when?

Any student, including a private candidate, who considers that there has been a procedural error, an administrative error or that their grade reflects an unreasonable exercise of academic judgement (either because of the way that the grade has been determined and/or the selection of the evidence), may submit a request for an awarding organisation appeal after they have received the outcome of their centre review and after the publication of results.

An appeal can only be made against a result issued. Any student who believes that the academy's decision to withdraw an entry due to insufficient evidence on which to determine a teacher assessed grade, or not to make an entry in the first place, must raise such concerns through the academy's complaints process. Any continuing concerns following completion of the academy's complaints process may subsequently be raised through the awarding organisation's complaints process.

All requests for an appeal must be made directly to the academy which submitted the grade and must be received by the awarding organisation by:

- **23 August 2021** for priority appeals (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), or by
- **17 September 2021** for non-priority appeals



All requests for appeals, from internal or private candidates, must be made to the academy which determined and submitted the grade and the academy must submit the appeal request to the awarding organisation.

Appeals which are not submitted by the dates as indicated in the key dates section of this document may lead to appeals not being completed in time for those 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.

Awarding organisations will not accept appeals directly from students or parents. Appeals submitted by students or parents directly to an awarding organisation will not be processed and will need to be re-submitted via the academy. This may risk appeals not being completed in time for those 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.

Any student who requests a priority appeal must include their UCAS personal ID with the appeal application for it to be processed as such. They should also notify their higher education provider that they have requested an appeal at the earliest possible opportunity so they can decide how to handle their offer.

The academy will:

- have a clearly documented process and appropriate resource in place to handle reviews and appeal requests from results days
- have clearly communicated the process to students in advance of results days
- have ready access to the materials needed to submit the appeal to minimise the likelihood of the awarding organisation needing to request further information
- have a named contact available for any awarding organisation queries who will know about the appeals submitted and be able to assist promptly

The academy will accept and submit a request for an appeal from a student. A failure to do so could constitute malpractice and awarding organisations are required to follow up on such cases. The appeal submission should include the outcome of the initial centre review showing the academy's own findings when considering the student's concerns.

Appeals cannot be made to an awarding organisation until the centre review has been completed. Any appeals submitted where this is not the case will be rejected by the awarding organisation and a new application will need to be submitted after the centre review has concluded.

How to appeal

The academy will submit an appeal to the awarding organisation if the student considers that:

- the academy did not follow its procedure properly or consistently in arriving at the result, or during the centre review
- the awarding organisation made an administrative error in relation to the result
- the academy made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and / or the determination of that grade from the evidence

Details of the information needed to be submitted for stage two is included in Appendix C.

Once the academy has submitted the appeal to the awarding organisation, it should confirm to the student that it has done so.

If an application for an appeal is not accepted, the reason/s for this will be given.

A student may submit a request for an appeal but subsequently decide they wish to withdraw it. Awarding organisations will accept requests for appeals to be withdrawn as long as no finding has been made. An application for an awarding organisation appeal cannot be withdrawn once a finding has been made.

As a result of the appeal, the case will either be rejected (disallowed) or upheld (allowed) in whole or in part. The fact that an appeal has been upheld (allowed) will not necessarily result in a grade change for the student.

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 teacher assessed grade, they will report these findings to the academy and direct them to review the teacher assessed grade.

The academy will then inform the awarding organisation if it believes there should be a change to the grade. An awarding organisation may impose a change to the grade. Appeals made on the grounds of procedural error will be evaluated by a staff member or an independent reviewer appointed by the awarding organisation.

Following final quality assurance checks, where it considers it appropriate to do so, the awarding organisation will make the grade amendment and report the outcome of the appeal, with reasons for its decision, to the academy.



Where an unreasonable exercise of academic judgement is identified by the awarding organisation, the independent reviewer will determine the alternative grade. The awarding organisation will then report the revised grade and outcome of the appeal, with reasons, to the academy.

The academy must share the outcome of the awarding organisation appeal and, where appropriate, the next stage of the process with the student promptly.

Appeals for private candidates

The appeals process applies to private candidates in the same way as for all other students.

It is the responsibility of the academy to ensure that all candidates, including private candidates, can access the appeals process.

NB Private candidates may include re-sit students or students who have evidence from other established educational providers.

Prior to results day

Where an academy has accepted entries from private candidates, it must ensure that it has followed the JCQ guidance on assessing private candidates.

In particular:

- where an academy has accepted evidence from a third party, it must ensure that the third party has provided copies of the evidence used which the centre must retain in case it is required during the appeals process
- if the third party has also determined the student's teacher assessed grade, the academy must also ensure that the third party has provided all the necessary supporting documentation, such as a completed candidate assessment record
- the academy must also ensure that the third party has provided the necessary assurances set out in the JCQ guidance, including confirming their willingness to cooperate with the appeals process
- the academy will have followed their normal internal quality assurance processes as far as possible for private candidate grades, although some aspects of the quality assurance process (for example, a review of historical data) will not be applicable

Sharing information with private candidates

If, following the issue of results, a private candidate requests information about their grade, the academy will provide the same information as for all other students. Where some of this information is held by a third party, the academy will liaise with them to ensure that this information can be provided.

Conducting a centre review for private candidates

If a private candidate requests a centre review, it is the responsibility of the academy that entered them to conduct the review and to liaise with third parties who have been involved in assessing the candidate where necessary. The academy must ensure that the correct process has been followed and that no errors have been made that have affected the grade.

Before conducting a centre review, the academy must ensure that the student is aware that their grade may be raised, stay the same or be lowered as a result of the review.

The review procedure will follow the same process as a review for an internal candidate at stage one – centre reviews.

Awarding organisation appeals

If, following a centre review, a private candidate requests an awarding organisation appeal, the academy will submit this to the awarding organisation on their behalf as for any other student.

Before submitting an appeal, the academy must ensure that the student is aware that their grade may be raised, stay the same or be lowered as a result of the awarding organisation appeal.

When submitting the appeal, the academy will ensure that any additional supporting documentation provided by third parties involved in the appeals process is included. The review procedure will follow the same process as a review for an internal candidate at stage two – appeals to an awarding organisation.



Key dates

- Publication of GCE AS and A-level results – 10 August 2021
- Publication of GCSE results – 12 August 2021

Key dates for priority appeals*:

10 August to 16 August 2021	Window for students to request a centre review
10 August to 20 August 2021	Academy conducts centre reviews
10 August to 23 August 2021	Academy submit appeals to awarding organisations

*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.

Key dates for non-priority appeals:

From results day to 3 September 2021	Window for students to request a centre review
From results day to 10 September 2021	Academy conducts centre reviews
From results day to 17 September 2021	Academy submit appeals to awarding organisations



Appendix A

Important information for students

What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal, there are three possible outcomes:

- your original grade is lowered, so your final grade will be lower than the original grade you received
- your original grade is confirmed, so there is no change to your grade
- your original grade is raised, so your final grade will be higher than the original grade you received

Once a finding has been made, you cannot withdraw your request for a centre review or appeal. If your grade has been lowered, you will not be able to revert back to the original grade you received on results day.

What will be checked during a centre review?

You can ask the academy 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.

What will be checked during an awarding organisation appeal?

You can ask the awarding organisation to check whether the academy 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 academy was unreasonable, either in the selection of evidence or the determination of your grade.

When do I need to submit my request?

You should submit a request for a centre review by 16 August 2021 for a priority appeal, or by 3 September 2021 for non-priority appeals.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal, you should do so as soon as possible. Your academy will submit this on your behalf. Requests for a priority appeal should be submitted by 23 August 2021 and requests for non-priority appeals should be submitted by 17 September 2021. Priority appeals that aren't submitted to the awarding organisation by 23 August 2021 will still be treated as a priority, but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

What is a priority appeal?

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.

You should inform your intended higher education provider that you have requested a centre review or appeal.

What is a UCAS personal ID and why is it needed?

Your UCAS personal ID is the 10-digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.



Appendix B

Centre Review

Student request

This section is to be completed by the student. A request for a centre review must be submitted to the academy not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

Centre name	
Centre number	
Student name	
Candidate number	
Qualification title	
Teacher assessed grade issued	
Is this a priority appeal?	Please delete: Yes / No
Grounds for centre review	Administrative error by the centre (tick if yes) e.g. the wrong grade/mark was recorded against an item of evidence
	Procedural error by the centre (tick if yes) e.g. a reasonable adjustment/access arrangement was not provided for an eligible student
Supporting evidence Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. (5,000 character limit; continue on a separate sheet if necessary)	

Acknowledgement

I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above. In submitting this review, I am aware that:

- the outcome of the review may result in my grade remaining the same, being lowered or raised
- the next stage (stage two: the appeal to awarding organisation) may only be requested once the centre review (stage one) has been requested and concluded

Student name	
Student signature	
Date	



Appendix C

Appeal to the Awarding Organisation

This section is to be completed by the student. An awarding organisation appeal must be submitted to the academy and the academy will then submit it to the awarding organisation.

Centre name	
Centre number	
Student name	
Candidate number	
Qualification title	
Teacher assessed grade issued	
Is this a priority appeal?	Please delete: Yes / No
Grounds for appeal	Administrative error by the centre (tick if yes) e.g. the wrong grade/mark was recorded against an item of evidence
	Procedural issue at the centre
	Procedural error (tick if yes)
	Issues with reasonable adjustment/access arrangement and/or mitigating circumstances (tick if yes)
	Unreasonable exercise of academic judgement
	Selection of evidence (tick if yes)
	Determination of teacher assessed grade (tick if yes)

Supporting evidence

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases, you must provide a clear reason, but it doesn't have to be lengthy.

Administrative error by the awarding organisation

You must provide a clear explanation.

(5,000 character limit; continue on a separate sheet if necessary)

Procedural error

This is when the academy made a procedural error that has not been corrected at stage one or the academy did not conduct its review properly and consistently. If you can, please add a further explanation or alternatively refer to the information that you have already provided above.

(5,000 character limit; continue on a separate sheet if necessary)



Issues with access arrangements/reasonable adjustments and/or mitigating circumstances

You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade.

(5,000 character limit; continue on a separate sheet if necessary)

Selection of evidence

You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade.

(5,000 character limit; continue on a separate sheet if necessary)

Determination of the teacher assessed grade

You can provide a short explanation of the reason for your appeal if you want to.

(5,000 character limit; continue on a separate sheet if necessary)

Acknowledgement

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' in Appendix A.

I am aware that:

- the outcome of the appeal may result in my grade remaining the same, being lowered or raised
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from my academy

Student name

Student signature

Date



Appendix D

Optional Evidence Checklist for Student Appeals

This is a checklist of the evidence that the academy will be required to submit to the awarding organisation in the event of a student appeal to the awarding organisation on either procedural or academic judgement grounds. You may also find this evidence useful when conducting centre reviews.

Subject teachers and heads of department are asked to review the checklist once teacher assessed grades have been submitted to ensure that all documentation is complete, accurate and easily accessible to staff who will be completing centre reviews and submitting appeals. It may be helpful to note the name and location of relevant documentation so that it can be easily retrieved if needed during the centre review and appeals processes.

The checklist should be submitted along with all required evidence, when submitting an appeal to the awarding organisation. This may reduce the need for the awarding organisation to contact centre staff with queries about the evidence submitted.

Student name		
Candidate number		
Qualification level		
Subject		
The cohort assessment record (or equivalent centre documentation) including the following:	If this is not contained in the assessment record, please identify the appropriate document that includes the information. This will need to be submitted to the awarding organisation in the event of an appeal	Explanatory notes
The roles of the two members of staff who checked and confirmed the grades for this subject.		
The evidence selected for the cohort and an explanation of how the evidence has been used to support the determination of grades.		The explanation should be sufficient to enable the awarding organisation to understand the approach to the determination of grades at a cohort level. It should specify, for example, if greater weight has been given to one or more assessments and how coverage of the assessment objectives has been achieved.
Details of individual variations in the evidence selected for students within the cohort and a rationale for each variation.		This should detail all cases where the selection of evidence for an individual student varies from that selected for the cohort, including variations required as a result of access arrangements, mitigating circumstances, disruption to teaching and learning, concerns about authenticity or because the student is a private candidate.
Confirmation of any mitigating circumstances which have been taken into account for individual students, and an explanation of the way in which they have been taken into account.		
Confirmation of any access arrangements or reasonable adjustments agreed for individual students, and an explanation of		



The cohort assessment record (or equivalent centre documentation) including the following:	If this is not contained in the assessment record, please identify the appropriate document that includes the information. This will need to be submitted to the awarding organisation in the event of an appeal	Explanatory notes
the way in which any failure to provide agreed access arrangements or reasonable adjustments has been taken into account.		
Any available additional records relating to the evidence selection for private candidates included in the cohort.		For example, any supporting documentation provided by a third party involved in the grading decision.
Any available correspondence or records of discussions with students or parents about concerns related to the grading process.		Teachers are not expected to document all conversations about student or parental concerns, but records that are available should be submitted to the awarding organisation in the event of an appeal.
A copy of information shared with the student about the evidence selected, and marks or grades awarded for each item of evidence.		
Details of any procedural or administrative errors which have come to light since the original submission of teacher assessed grades, and confirmation of action taken to address these.		
All available student evidence which has been used in determining the grade.		
A copy of the student's request for a centre review and a copy of the centre's response.		If any procedural or administrative errors were identified by the centre, the response to the student should make it clear what action has been taken as a result.



Appendix E

Centre Review Outcome

This section should be completed by the centre and shared with the student as a record of the outcome of the centre review.

Student name	
Candidate number	
Qualification level	
Subject	
Centre review outcome	
Upheld	
Not upheld	
Partially upheld	
Teacher assessed grade	
Original grade	
Revised grade	

Information considered by the centre

Please provide a short explanation of the evidence that you have reviewed.

Rationale for the outcome of the centre review

Outline the centre's findings from the centre review e.g. procedural or administrative error and if relevant, details of the error.

Authorisation and dates of next stages

Please complete the boxes as appropriate. Boxes 1 and 2 must be completed in every case. Boxes 3 and 4 need only be completed when requesting a grade change.

1. Date that the decision and rationale was issued to student.	
2. Date student informed of how to proceed to stage two (appeal to awarding organisation).	
3. Confirmation that a senior leader has authorised any grade change.	
4. Date that grade change is submitted to awarding organisation.	

