

# WOODFORD COUNTY HIGH SCHOOL



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8<sup>th</sup> July 2021

Dear Student,

## RESULTS AND APPEALS

We have written to you under separate cover about collecting your grades on results day. This letter aims to set out the process you will need to go through should you decide to appeal the grade awarded. Please read it carefully.

### How were grades arrived at this year?

As you know, grades this summer were based on Centre Assessed Grades (often referred to as Teacher Assessed Grades, or TAGs). These were submitted to the exam boards by us on 18<sup>th</sup> June following a rigorous process of assessment, moderation and quality assurance. These grades were then approved by the relevant exam board, following external quality assurance checks.

By the time results are confirmed, in some cases the grades we submitted may have been reviewed by the exam board, who may have asked us to submit an alternative grade. However, any changes to the grades we submitted were done by professional teachers or reviewers; this year no grades have been changed as a result of an algorithm.

### What do I do if I'm not happy with my grade?

All students have the opportunity to appeal their grade if they meet the eligibility criteria (see below). **It is important to note that an appeal may result in a grade being lowered, staying the same, or going up.** So if a student puts in an appeal and their grade is lowered, they will receive the lower mark.

There is also the option to re-sit A levels in the autumn. The design, content and assessment of these papers will be the same as in a normal year.

### What are the grounds for appeal?

There are five main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

- You think we have made an **administrative error**: examples of this would be accidentally submitting the wrong grade or using an incorrect assessment mark to determine a grade.
- You think we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the exam board. Examples would be where you should have received extra time for assessments but this wasn't given in a certain subject, where special consideration should have been applied but wasn't or where the school did not follow its own Centre Policy.
- You think the **academic judgement on the selection of evidence was unreasonable**: you think the evidence used to grade you was not reasonable.
- You think the **academic judgement on the grade you were given was unreasonable**.



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### **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. Just because other forms of evidence may have been equally valid to use in setting a grade, that does not necessarily mean the selection of evidence that *was* used was unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence. Therefore, arguing that the evidence we used was unreasonable because another school, chose a different set of evidence is not a valid ground for appeal.

It also means that the independent reviewers will **not** re-mark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade. If their conclusion is that, based on the evidence used to determine the grade, the grade awarded was reasonable, then the appeal will be rejected.

### **What will be the outcome of an appeal?**

At either stage of the appeals process (see 'What are the two stages of an appeal?' below), your grade may go up, stay the same, or go down. When placing an appeal you will have to sign a declaration saying that you accept the fact your grade may go down and you may get a lower grade than your original one.

### **What's a priority appeal?**

Priority appeals will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of 8 September. **Priority appeals are only open to A level students starting university this autumn, who have missed out on the conditions of their firm or insurance offer.**

If you decided not to confirm a firm conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal. When making a priority appeal, you will have to include your UCAS number so it can be confirmed that it is a genuine priority appeal.

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

First, don't panic. Speak to Ms Hasler 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).

### **What should I do before appealing?**

You 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.

### **What are the two stages of an appeal?**

#### **Stage 1**

All appeals, on any of the grounds above, must first go through a **centre review**. At this stage, we will check for any administrative errors, and check that our policies and procedures were followed correctly. Our policy has already been approved by the exam boards, so we are only ensuring that we followed this properly. The outcome of the centre review will be communicated to you when made. At the centre review stage, if we find that a grade should go up or down, we will ask the exam board to change it. They will then consider this request.

We are already carrying out a number of Stage 1 reviews before the end of term as part of our ongoing quality control process. Therefore, if you request a Stage 1 review on results day, you may find that it has already been carried out.

## **Stage 2**

Following the outcome of a centre review, you may still choose to pursue an **awarding organisation appeal**. You must fill in the appropriate form, which we will then send on your behalf to the exam board. You cannot send appeals directly to the exam board yourself – it must come from us. The outcome of the awarding organisation appeal will be communicated to you as soon as we are informed of it.

### **How do I make an appeal?**

1. You must speak to Mr Jenkins on Results Day explaining why you are planning to appeal. This will give him an opportunity to explain the process and tell you if a Stage 1 review of your grade has already occurred.
2. If you still wish to go ahead with the appeal you will need to download the Appeal form from the school website, fill it in and email it to [appeals@woodford.redbridge.sch.uk](mailto:appeals@woodford.redbridge.sch.uk) by 3pm on Wednesday 11<sup>th</sup> August at the latest.
3. You will then be given an appointment time when you must bring the signed declaration part of the form to the school. **The appeal will not be processed until you have done so.** Depending upon the reasons for the appeal, it may be possible to process it on the same day.
4. If you wish to proceed to a Stage 2 appeal you will need to complete the second section of the form. You will then need to follow steps 2 & 3 above again.

Please note: appeals must be submitted and signed by you. We cannot accept appeals submitted on behalf of you by anyone else; neither will we discuss the appeal with anyone else unless you are present and have given your explicit consent.

### **Deadlines**

#### **All Appeals**

Stage 1 Wednesday 11<sup>th</sup> August (3pm)

#### **Priority Appeals**

Stage 2 Monday 16<sup>th</sup> August

#### **Other Appeals**

Stage 2 Wednesday 1<sup>st</sup> September

*If you do not meet these deadlines we will be unable to guarantee that we shall be able to carry out our administrative role in time to meet the examination board submission deadlines.*

### **You know my grades. Why can't you tell me?**

We are forbidden from disclosing the TAGs to any third party, including students and parents, until results days. Any teacher or member of staff who does this is committing exam malpractice. Although you may have been given marks or grades on single pieces of evidence, we cannot disclose the final submitted TAG.

If you have any further queries on the above, please get in touch.

Yours sincerely,

C Jenkins,  
Deputy Headteacher