



### The Grading Process

Full details on the school's approach to Teacher Assessed Grades (TAGs) can be found via the links below and via our website. This includes:-

- The school teacher assessed grading policy.
- A JCQ guide for students and parents about teacher assessed grades.
- The full JCQ guidance document on appeals.
- A form to submit a 'stage 1' or 'stage 2' appeal (see below)

### Grounds for Appeal

Students can appeal a grade, if they feel that one or more of the following applies:-

1. The school has made an administrative error in determining or submitting a grade to exam boards.
2. The school has not applied its grading procedures correctly, as outlined in their TAG policy.
3. The grade reflects an unreasonable exercise of academic judgement when awarding the final grade, or in the selection of evidence used to determine the final grade.

### The Appeals Process

The school will work directly with students throughout the appeals process, which is divided into two stages. A summary has been provided below. All appeal requests must be submitted directly to the school. Exam boards will not accept direct appeal requests.

## **An appeal can result in grades going up, down or remaining unchanged.**

A student can withdraw their appeal request before a finding has been determined and they have been informed. **Once an appeal finding has been made, an appeal cannot be withdrawn.**

A separate appeal must be submitted for each grade a student wish to appeals. Appeals can only be requested after the publication of results in August 2021.

### Stage 1 – Centre Review (Completed by the school)

Students can request a stage 1 centre review if they believe there has been an administrative error or if they believe school procedures have not been applied properly or consistently. Internal checks will be completed and the outcome will be reported to the student. This will include a decision outcome and a summary of the evidence provided.

Priority appeal students (those applying to higher education who did not attain their firm choice), must inform their higher education provider that a review has been submitted, and seek their guidance on how to handle their offer.

If the student is unhappy with the outcome, they have the option to proceed to a stage 2 exam board review.

#### **Deadlines for a stage 1 centre review are:**

- 16 August 2021 for priority appeals
- 3 September 2021 – all other appeals.

**To submit a stage 1 centre review, students must complete "Stage 1" of the electronic appeal request form.**

## Stage 2 – Exam Board Review

If a student meets the appeal grounds mentioned on page 1 and is unhappy with their stage 1 centre review outcome, they can escalate their appeal to the exam board. This can only happen after a stage 1 centre review outcome has been issued.

The exam board will review the student appeal and the evidence provided from the school. They will consider if:-

1. the school TAG procedures were followed correctly.
2. an administrative error has occurred.
3. the grade reflects an unreasonable exercise of academic judgement when awarding the final grade, or in the selection of evidence used to determine the final grade.

If either points 1 or 2 are found to be true, the review will either ask the school to review the grade or impose a grade change.

If point 3 is found to be true, the review will consider whether the original grade decision was **reasonable**. **The reviewer will not consider whether they would have awarded an alternative grade or whether an alternative grade could also have been reasonably given by the school.**

If the school is found to have exercised unreasonable academic judgement, the exam board will determine an alternative grade.

Depending upon the grounds of the appeal, the exam board may appoint an independent reviewer. Where there are multiple reasons for the appeal, all elements must be finalised before students will be informed of the outcome.

### **Deadlines for a stage 2 exam board review are:**

23 August 2021 for priority appeals.

17 September 2021 for all other appeals.

To submit a stage 2 exam board review, students must complete "Stage 2" of their appeals form, which will have been returned to them after the publication of their Stage 1 review outcome.

## Appeals Process Overview

### Pre-Step - Check Your Results

- Read through your results statement.
- Review the appeals information carefully.
- Proceed to Step 1 only if you think you meet the appeals criteria.

### Step 1 - Request a Stage 1 Centre Review

- Complete the "Stage 1" section of the appeals request form and submit to the exams office or directly to [appeals@conyers.org.uk](mailto:appeals@conyers.org.uk).
- We will review your appeal and complete all necessary checks.
- We will inform you of the outcome within five days (3 days for priority students) and return your updated appeal form to you.

### Step 2 - Request a Stage 2 - Exam Board Review

- Review the outcome from your Stage 1 review before proceeding.
- Complete the "Stage 2" section of your appeal request form and submit to the exams office or to [appeals@conyers.org.uk](mailto:appeals@conyers.org.uk).
- We will submit your form and any required data/evidence to the exam board for their review.
- We will inform you of the outcome once the exam board have published their findings.