

Communications to parents and students on appeals

How were my/my child's grades arrived at this year?

Grades this summer were based on Teacher Assessed Grades (TAGs). TAGs were submitted to the exam boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment by all class teachers and Heads of Department. An in-depth moderation and quality assurance process has been carried out by trust leads, subject specialists, senior staff and the SEND lead. Extenuating circumstances were also considered by the Head of Centre and Head of Pastoral Care and applied accordingly.

These grades were then approved by the relevant exam board, following external quality assurance checks.

What do I do if I'm not happy with my / my child's grade?

Students can **only** appeal 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 resit GCSEs, A levels and some AS levels in the Autumn, which may be preferable to some students. 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:

Stage 1 Appeal

If a student wishes to appeal, school will undertake an initial process review to check all processes were followed correctly and no errors were made.

- The student believes we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.
- The student believes we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the exam board.

Stage 2 Appeal

If the student still feels they have grounds to appeal then they can move to a stage two appeal, this would be submitted to the exam board by Hazel Grove High School

- The student believes that the **academic judgement on the selection of evidence was unreasonable**: they think the evidence used to grade them was not reasonable.
- The student believes the **academic judgement on the grade they were given was unreasonable**.

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.

This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence.

It also means that the independent reviewers will **not** remark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.

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), a student's grade may go up, stay the same, or go down. **When placing an appeal, the student will have to sign a declaration saying that they accept the fact their grade may go down and they may get a lower grade than their original TAG.**

What's a priority appeal?

Priority appeals are only open to **A level students starting university or degree apprenticeship courses this Autumn, who have missed out on the conditions of their firm offer. JCQ does not offer priority appeals for GCSE students.**

If you decided not to confirm a UCAS firm conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal.

When making a priority appeal, students will have to include their UCAS number so it can be confirmed that it is a genuine priority appeal.

If you are going to appeal your grade, you must let the 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 (Please note that universities are not obliged to hold a place for you; this is at their discretion).

What should I do if I don't get into either make my firm or insurance offer of university/degree apprenticeship course?

First, don't panic. Speak to Mrs Roberts / Mr Vickers or any other member of the Sixth Form team about your options, including Clearing.

Don't forget that you have the additional option to sit exams in all of your A Level subjects in Autumn 2021.

What should I do before appealing?

Students **must** read the JCQ Student and Parent guide before appealing, which will be available on the JCQ website by results days. [JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf](#)

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?

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 purpose of this policy is:

- To ensure that teacher assessed grades are determined fairly, consistently, free from bias and effectively within and across departments.
- To ensure the operation of effective processes with clear guidelines and support for staff.
- To ensure that all staff involved in the processes clearly understand their roles and responsibilities.
- To support teachers to take evidence-based decisions in line with Joint Council for Qualifications guidance.
- To ensure the consideration of historical centre data in the process, and the appropriate decision making in respect of, teacher assessed grades.
- To support a high standard of internal quality assurance in the allocation of teacher assessed grades.
- To support our centre in meeting its obligations in relation to equality legislation.
- To ensure our centre meets all requirements set out by the Department of Education, Ofqual, the Joint Council for Qualifications and awarding organisations for Summer 2021 qualifications.
- To ensure the process for communicating to candidates and their parents/carers how they will be assessed is clear, in order to give confidence.
- To ensure that the grades submitted to Exam Boards reflect a fair reasonable and carefully considered judgement of the students' performance across a range of evidence on the curriculum content they have been taught.

Further details of the policy can be found on the school website.

The outcome of the centre review will be communicated to students 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.

Following the outcome of a centre review, if the student wants to pursue an **awarding organisation appeal**. They must fill in the form below, which we will then send on their behalf to the exam boards. Students and parents cannot send appeals directly to the exam board themselves – it must come from Cheadle Hulme High School.

The outcome of the awarding organisation appeal will be communicated to students when made.

How do I make an appeal?

Following results days, students should fill in the first section of the JCQ form [here](#) and send it to exams@hazelgrovehigh.co.uk

Appeals will only be processed that have followed the JCQ guide lines, completing the correct form. **Under no circumstances should direct contact be made with subject teachers regarding the TAG or any subsequent appeal.**

What are the deadlines for priority appeals?

The deadline for requesting a priority appeal is 16th August (students cannot appeal before results day on 10th August).

We will attempt to complete the centre review by 20th August*. If students wish to progress this to an awarding organisation appeal, they must send the completed form to us by 23rd August for priority appeals.

*At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g. subject teachers, SEND knowledge). This may not be possible in August. In such cases, we may have to wait until the start of term, but priority appeals will still be treated as a priority.

What are the deadlines for non-priority appeals?

The deadline for submitting a centre review is 3rd September; and the deadline for submitting an awarding organisation appeal is 10th September. We will endeavour to complete the centre review by 8th September.

Appeals received after these dates **will not** be considered.

You know my/my child's grades. Why can't you tell us? What if you know we haven't met our university conditional offer?

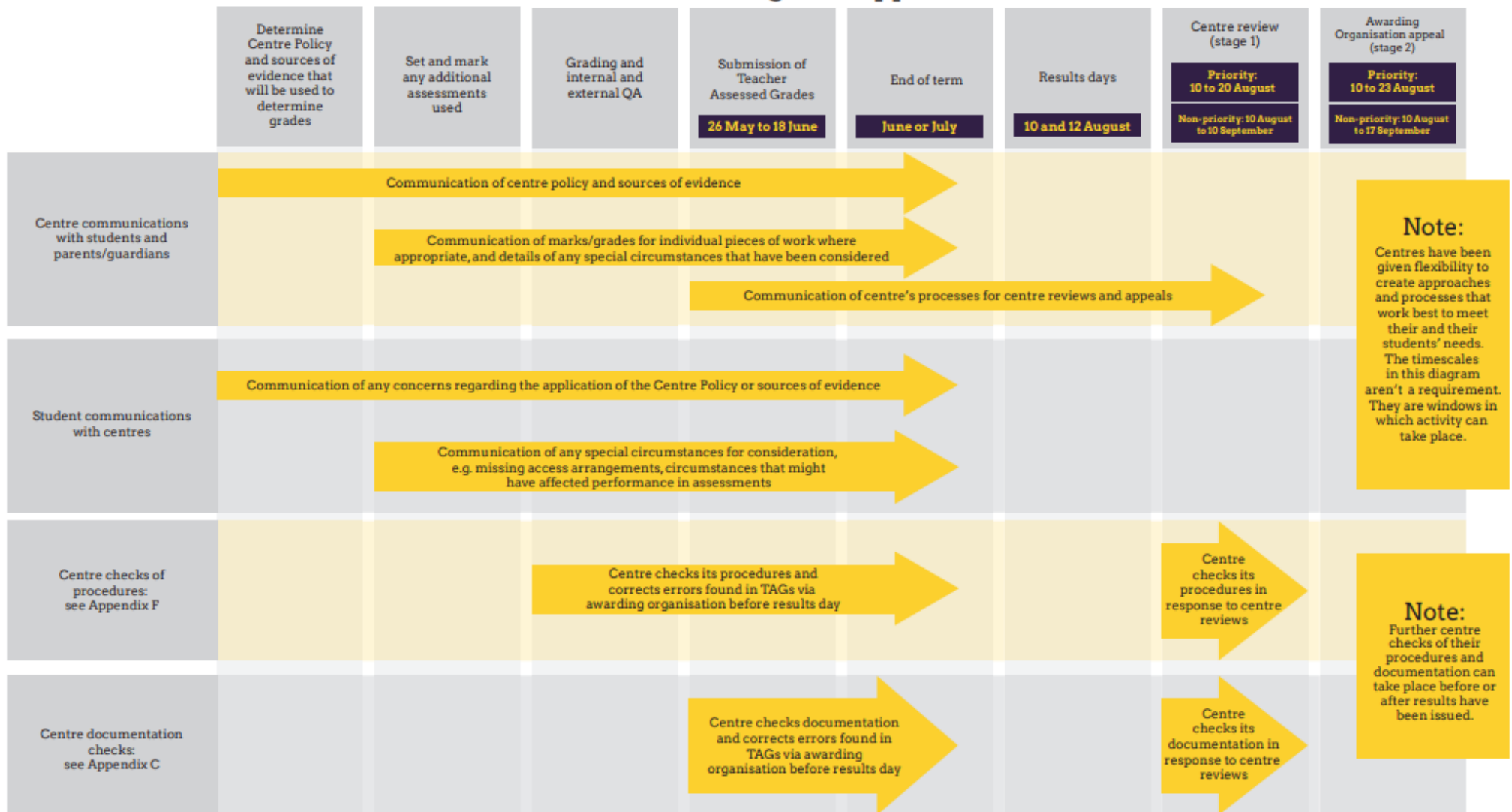
We are forbidden from disclosing the Teacher Assessed Grades to any third party, including students and parents, until results days. Any teacher or member of staff who does this is committing exam malpractice.

Although students may have been given marks or grades on single pieces of evidence, we cannot disclose the final submitted TAG.

During the external quality assurance process taking place in June or July, our submitted TAGs may be moved up or down.

We only know what a student's conditional offer is if they have chosen to share that information with us. It has not formed part of our objective grading of students. Where we do know this information, we must not let students know their submitted TAGs, even if they haven't met the conditions of their offer.

Timeline for Grading and Appeals 2021



JCQ Guide to summer exams appeals process - [JCQ Appeals-Guidance Summer-2021.pdf](#)