



# SUMMER 2021 SERIES: ALTERNATIVE ASSESSMENTS APPEALS PROCEDURE

St. Peter's Catholic School

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## Summer 2021 Alternative Assessments for GCSE & AS/A Level

As a school, we have carefully followed the guidance from Ofqual, JCQ and the exam boards to try to ensure we have been as thorough as possible in following our procedures in producing Teacher Assessed Grades (TAGs). This was set out in our centre assessment policy which was approved by the exam boards earlier this term and can be found on our school website by clicking [here](#) or using the link below.

You should read this document in conjunction with the Ofqual Student Guide to Awarding Summer 2021 which has previously been emailed to all parents, is on our school website and is also available [here](#) or using the link below under the heading Alternative Assessments Summer 2021.

<https://www.st-peters.bournemouth.sch.uk/page/?title=Examinations&pid=87>

## Internal & External Quality Assurance Processes

For our internal quality assurance procedures, all subjects have carried out moderation to check that assessments are marked in line with exam board grading systems, and that grades issued are in line with the subject specific grade descriptors. For subjects with more than one teacher, standardisation has been carried out to ensure that all teachers within the team are marking to the same standard as each other to ensure consistency. Where a teacher is the only member of staff in the school who is involved in the assessment of that subject, then following JCQ guidance and as per our centre assessment policy, they have either carried out moderation with a teacher of that subject from another school, or with a teacher of a linked subject within this school.

Subject leaders have also carried out a range of additional checks including but not limited to, double marking randomly sampled students and anonymised review of assessment data and TAGs to avoid bias and to ensure grades have been created based upon the evidence provided through assessment data.

When the data was entered onto SIMS (our central management information system), data entry checks have been carried out to reduce any inaccuracies from data entry. This process was repeated when the TAGs were entered into the exam board systems for submission. All grades required a final check and sign off by the subject leader and head of centre before they were submitted.

As I hope you can see, we have given time, care and attention in both the production of the TAGs and also their submission, so that we are confident that we are putting forward evidence-based grades and that we have done all we can to avoid any errors within this process. We have to be able to provide the evidence we have used to exam boards if requested, but we also know that the students have worked incredibly hard during the recent assessments and it is only right that we are as thorough as possible with this process.

All schools will have a random sample of students' work requested for review by the exam boards as part of their external quality assurance processes. This will enable them to check how we have produced the TAGs and also check that teachers have used reasonable academic judgement in the grades they have submitted.

If, however, you feel that there your Teacher Assessed Grade for a specific subject is wrong, you are entitled to put forward an appeal. The information below explains this process and the grounds on which you can submit an appeal.

## Appeals: The appeals process

The appeals process is in place for students who think that their grade is wrong. **Please note, that you cannot submit an appeal on the basis that you are unhappy with your grade.** There are a few specific reasons under which a student can appeal their grade which are as follows:

1. You believe the school made an administrative error in producing your grade i.e. used an incorrect assessment mark or grade
2. You believe the school did not follow its procedure for determining your teacher assessed grade properly (e.g. we did not use a piece of assessment data for you that we said we would)
3. You believe the school did not follow its centre assessment policy fully (e.g. we did not provide you with exam access arrangements that you were entitled to or we did not consider mitigating circumstances that you made us aware of).

All appeals must be submitted on the relevant form (copies of forms will be included in your results pack and also available on the school website) and sent to the email address below by the relevant dates (see Appendix A for the Appeals Timeline):

[Appeals@st-peters.bournemouth.sch.uk](mailto:Appeals@st-peters.bournemouth.sch.uk)

### Stage One

1. If you think you have a valid basis for appeal based upon any of the reasons above, then you must first ask the school to check if we have made an error. This is known as a stage one appeal.
2. If we identify that an error has been made, and that this error has resulted in an incorrect grade being submitted to the exam board, then we can contact the exam board to submit a revised grade for them to consider. We will need to provide evidence of the error made for this to be considered fully by the exam board.

***It is important to note that if an error has been found, this may not result in a change of grade.*** For example, it may move a grade from a low grade 5 to a secure grade 5. We would of course, notify you if this is the case, but we would not be able to submit a request for a grade change to the exam board in this instance.

- ***It is also really important to note: A corrected grade could be higher or lower than the grade you were given on results day.***

**The timeline for appeals is set out in Appendix A of this document. Please note that priority appeals are only available for students in year 13 who have not secured their firm choice University place. All other appeals will be reviewed but within the standard appeals timeline.**

### Stage Two

- If we do not identify an error during the stage one appeal, and you still believe your grade is wrong, you can ask the school to submit an appeal to the exam board for you.
- You cannot submit an appeal to the exam board yourself, it must go through the school on your behalf and a stage one review must have been carried out first.

- There are only 3 specific reasons you can ask the school to submit a stage two appeal for you which are:
  - You believe there was an error in the way in which the school followed its procedure in determining your grade
  - You believe the school did not make a reasonable judgement in deciding which evidence to use to determine your grade
  - the school did not make a reasonable judgement about your grade based on the evidence gathered
- The exam board will consider whether your school followed its written process, and review the evidence your grade was based on. If the grade awarded is considered to be a reasonable exercise of academic judgement, then the original grade will not be amended. For example, if the exam board believe that the grade awarded could have been a high 6 or a low 7 then whichever of the two grades the school awarded (whether it be a 6 or a 7) will stand and the exam board will not amend it.
- The exam board will then consider if your grade needs correcting. They may do this if they believe your grade is not a reasonable judgement or they find a mistake in the procedure which affected your grade.
- ***It is really important to note: A corrected grade could be higher or lower than the grade you were given on results day.***

#### **What if I still believe my grade is wrong?**

- The final route of appeal is Ofqual's Exam Procedure Review Service (EPRS). You can apply to EPRS if the exam board decides that the grade you were awarded is reasonable, and your school or college correctly followed its procedure, but you are still concerned that there may have been an error in the procedure used by the exam board to conduct the appeal.
- The EPRS can consider whether the exam board has followed its rules and procedures.
- It will not consider whether you got the right grade based on the evidence of your work.
- The exam board's final decision on your grade will stand unless the EPRS finds that the exam board made an error in its review procedure.
- ***It is important to note that even if an error is found by the EPRS, your grade may stay the same***

#### **Malpractice and Maladministration**

- If you're concerned that your school or college won't submit an appeal on your behalf, you should contact your exam board when your appeal is submitted.
- You will need to explain why you think your result was incorrect and should be changed.
- If you appeal, your grade can go up, down or stay the same.
- If you are concerned there may have been wrongdoing when developing your teacher assessed grade you should first discuss this with the school. If you have evidence of malpractice or maladministration, you can contact your exam board directly (details for the boards are at the end of this document)

### Autumn exam series

- Exam boards will be offering exams in October for AS and A levels, and in November and December for GCSEs.
- Exams will be available for all GCSE and A level subjects, and for AS in biology, chemistry, physics, maths and further maths.
- Exam boards may offer AS exams in other subjects. You should check with the relevant exam board directly whether they will provide exams for any other subjects at AS.
- The exams will be in a standard format and no adaptations will be made other than reasonable adjustments (access arrangements) for eligible students.
- All subjects will be assessed by exam except art & design which will be assessed by a task set and marked by the exam board. Your grade will be determined by your performance on this task.
- The exams will assess you in the same way as had been planned for exams in summer 2021, including assessing you on a reduced number of topics for GCSE English literature and history.
- You can take exams in the autumn if you received a teacher-assessed grade in summer 2021 in the same subject.
- If you get a higher grade in your autumn exam than you get this summer, then you can ask the exam board to provide a new certificate showing your higher grade.

## Appendix A – Appeals Timelines

### **Priority appeals window: Tuesday 10<sup>th</sup> August 2021 to 7<sup>th</sup> September 2021:**

- Stage One Appeal Deadline – Monday 16<sup>th</sup> August 2021 at 8am
- Stage Two Appeals Deadline – Friday 20<sup>th</sup> August 2021 8am (as priority appeals are to be submitted by the school to the exam board no later than Monday 23<sup>rd</sup> August 2021)

Exam boards will support priority appeals where this is needed to progress to higher education. ***Only year 13 students who have not achieved the grades needed to secure their place at their chosen University are eligible for a priority appeal. All other appeals received will be dealt with within the Standard Appeals Window (see below)***

### **Standard Appeals Window: 10<sup>th</sup> August 2021 to the end of October 2021:**

- Stage One Appeal Deadline – Friday 3<sup>rd</sup> September 2021 8am
- Stage Two Appeals Deadline – Wednesday 15<sup>th</sup> September 2021 8am (as appeals are to be submitted by the school to the exam board no later than Friday 17<sup>th</sup> September 2021)

**Please note:** We will be unable to process any appeals received before results days or after **17<sup>th</sup> September 2021** as this is the final deadline for all exam boards.

All appeals must be submitted on the relevant form (copies of forms will be included in your results pack and also available on the school website) and sent to the email address below by the relevant dates (see Appendix A for the Appeals Timeline):

[Appeals@st-peters.bournemouth.sch.uk](mailto:Appeals@st-peters.bournemouth.sch.uk)

## Appendix B – Appeals Process Overview

