



Appeals Procedure (Results)

2020/21

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Gary Smith	
Date of next review	June 2022

Key staff involved in the complaints and appeals procedure

Role	Name(s)
Head of centre	G Smith
Exams officer	A Edge
Senior leader(s)	A Guinea
ALS lead/SENCo	V Oddy

Appeals

This document is produced to supplement the JCQ guidance for appeals: [https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ Appeals-Guidance Summer-2021.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ%20Appeals-Guidance%20Summer-2021.pdf). If you believe an error has been made in determining your grade, you will have a right to appeal. There are two stages to the appeals process:

Stage 1: centre review

If you think you have been issued with an incorrect grade, you can appeal directly to the Academy, who will review whether:

- The school made an administrative error, e.g. they submitted an incorrect grade; they used an incorrect assessment mark when determining your grade.
- The school did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

To help you decide whether to appeal, you can request that the Exams Officer shares with you the following information on results day, if not before:

- the Centre Policy
- a list of the sources of evidence used to determine your grade along with any grades/marks associated with them
- details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness

If you intend to undertake a Stage 1 appeal, please contact the Exams Officer: aedge@basildonacademies.org.uk who will be able to provide you with the necessary paperwork to complete.

Stage 2: appeal to the exam board

All appeals require a Stage 1 centre review. If, after this, you still believe you have been awarded an incorrect grade after the centre review is complete, you can ask the Head of Centre to appeal to the exam board, who will review whether:

- the school or college made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence
- the school or college did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.
- the exam board made an administrative error, e.g. they changed your grade during the processing of grades.

It is important to remember that your grade can go down, up or stay the same through either stage of the process.

If you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also tell your school or college so they can ask the exam board to prioritise your appeal.

If you have a UCAS reference number, you will be considered a priority appeal. All other appeals are considered non-priority.

The timeline for priority appeals will be as follows:

- » **10 August to 7 September:** priority appeals window (UCAS Students only)
- » **10 August to 16 August:** student requests centre review
- » **10 August to 20 August:** centre conducts centre review
- » **10 August to 23 August:** centre submits appeal to exam board

The timeline for non-priority appeals will be as follows:

- » **10 August to 3 September:** student requests centre review
- » **10 August to 10 September:** centre conducts centre review
- » **10 August to 17 September:** centre submits appeal to exam board

Centre reviews for appeals received between Friday 20th August and Thursday 2nd September will take place after Friday 3rd September. No appeals will be processed or submitted to awarding bodies between these dates.

Finally, if you believe the exam board has made a procedural error in handling your appeal, you can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board. Please contact our Exams Officer, Ms Edge, if you feel this applies to you: aedge@basildonacademies.org.uk.