

June 2021

Dear Student

The academy will have made every effort to ensure you have been awarded the correct grade. We have followed a strict policy of checks and quality assurance as well as moderation by the Trust before awarding your grade.

If you believe there has been an error with your grades, the appeals process is set out below.

Results are issued on **12<sup>th</sup> August**. Appeals must be submitted before 3<sup>rd</sup> September for a centre review and before the 17<sup>th</sup> September for an awarding organisation appeal.

### **The appeals process**

- 1.** If you think your grade is wrong, you should first ask your school or college (in writing), to check whether they made a mistake in determining or submitting the grade
- 2.** If they identify a mistake, your school or college can submit a revised grade to the exam board to consider
- 3.** If they don't identify an error but you still believe that your grade is wrong, you can ask your school or college to submit a formal appeal to the exam board for you

You can appeal for any of the following reasons:

- there was an error in the way the school or college followed or applied its procedure for determining your teacher assessed grade
- the school or college did not make a reasonable judgement when deciding which evidence to use to determine your teacher assessed grade
- the school or college did not make a reasonable judgement about your grade based on the evidence gathered

If you still believe after the outcome of the centre review, that there has been an error, you can ask the exam board to consider the evidence.

- The exam board will consider whether your school or college followed its written process and review the evidence your grade was based on
- The exam board will 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. **A corrected grade could be higher or lower than the grade you were given on results day**

### **Important things to remember**

- teachers will share with you which pieces of work they will base their judgements on before they submit your grades to the exam board
- your school or college will carry out multiple checks on your grades. Exam boards will check your school or college's approach and will be checking a sample of grades across the system
- **the appeal questions whether the original decision was a reasonable one, and not whether other reasonable decisions could have been made**
- **a grade will only be changed if there was an error when determining or submitting the grade, or if the grade given could not have reasonably been reached based on the evidence presented**
- the appeals arrangements will provide an important safety net if there is clear evidence something went wrong when a grade was determined
- your school or college is expected to submit an appeal on your behalf if you ask for one. 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 your school or college

You need to consider what grounds you have for an appeal and consider what evidence you have, to question the grades awarded. If you have concerns on results day, please speak to Mrs Brittain the Examinations Officer or Mr Pritchard and they will provide you with information on what to do next.

Yours faithfully,

*C Pritchard*

Mr C Pritchard  
**Vice Principal**