

OLSJ Appeals Procedure – Summer 2021

This guidance document outlines OLSJ procedures for the Summer 2021 exam series appeals. This guidance is applicable to all students who received teacher assessed grades (TAGs) in the Summer 2021 exam series from the centre.

This document reflects the JCQ guidance on Appeals Processes – Summer 2021 series published in June 2021. To read this guidance document in full, please click [here](#).

Results Days

Students will receive their results **Thursday 12th August 2021 via school email**.

Appeals Stages

Following their results, students are able to appeal if they believe there has been an error in the grading process. The appeals process for exams in the Summer 2021 exam series has two stages:

Stage 1 – Centre Review

Stage 2 – Appeal to the Awarding Organisation

Please note: Stage 2 can only be conducted following the outcome of a Stage 1 – Centre Review.

STAGE 1 – Centre Review

A Stage 1 - Centre Review for a TAG can be requested by a student if they suspect there was either:

1. An administrative error by the centre

e.g. the wrong grade/mark was recorded against the evidence or the wrong grade was sent to the awarding body.

In the review the centre will check for administrative errors by checking:

- a. The marks/grades on the evidence in the student's evidence folder match assessment records*
- b. The grade uploaded to the awarding body matches the grade given on their candidate assessment record.*

And/or

2. A procedural error by the centre

e.g. a reasonable adjustment or access arrangement was not provided for an eligible student.

In the review the centre will check for procedural errors by checking:

- a. That if the student had approved reasonable adjustments, this was taken into consideration in the grading process.*
- b. That if the student was eligible to an access arrangement, this was given to them or if not, this was taken into consideration in the grading process.*
- c. That the centre policy was followed.*

The centre will follow the Checklist for Student Appeals as provided by JCQ in their Appeals Processes – Summer 2021 series guidance document. To review this checklist please click [here](#).

Please Note:

The outcome of the review may result in the grade remaining the same, being lowered or raised.

The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and the outcome shared with the student.

How to submit a Stage 1 – Centre Review

A Stage 1 – Centre Review must be sent to the centre directly by the candidate (by their school email address).

1. Student must complete **Stage 1 – Centre Review section of the Appeals form**. Please find the form [here](#). **(READ PAGE 1 AND COMPLETE PAGE 2 ONLY)**
 - a. Students must be able to provide the following information:
 - i. Centre Name: Our Lady and St John Catholic College
 - ii. Centre Number: 47111
 - iii. The reason for the centre review (please see two options above), and
 - iv. give details of their reason.

Students must send the completed form (**page 2 only**) to examinations@olsj.blackburn.sch.uk (by their school email address). Please provide a contact phone number in the email as we will call to check that the student has submitted the appeal before proceeding.

Deadlines to submit a Stage 1 – Centre Review Wednesday 1st September.

Following submission of a Stage 1 – Centre Review:

The centre will call the student to confirm that they themselves have submitted the Stage 1 – Centre Review. The centre will check that they are aware that the review may result in their grade remaining the same, being lowered or raised and that this cannot be reverted.

Following the Centre Review:

The centre will complete page 3 of the Appeals form, reporting the findings of the review. The centre will set out:

- a. *whether or not the review found a procedural failure or administrative error*
- b. *if it did, what that error was*
- c. *the reason for the finding*
- d. *whether there was a grade change and, if so, what the new grade is*
- e. *a reason for the grade change, or lack of change (including any additional explanation from the awarding organisation where its decision was different to the centre's)*

The outcome will be sent back to the student along with information on the next steps if they wish to submit an appeal to the awarding organisation.

Only if a grade change is required then the centre will inform the awarding organisation before informing the pupil of the outcome.

A record of all Stage 1 - Centre Reviews will stored at the centre.

Stage 2 – Appeal to the Awarding Organisation

Students can only request an appeal to the awarding organisation following receipt of the outcome of their Stage 1 – Centre Review.

The student must submit their Stage 2 – Appeal to the Awarding Organisation to the centre directly who will send it to the awarding organisation on their behalf. Awarding organisations will not accept appeals directly from students.

Following the outcome of their Stage 1 – Centre Review, a Stage 2 – Appeal to the Awarding Organisation can be made if the student suspects there was:

1. An administrative error by the centre

e.g. the wrong grade/mark was recorded against the evidence or the wrong grade was sent to the awarding body.

2. A procedural error by the centre

e.g. a reasonable adjustment or access arrangement was not provided for an eligible student.

3. Their grade reflects an unreasonable exercise of academic judgement.

e.g. the evidence selected to determine the grade was inappropriate or the evidence was incorrectly used to determine the grade.

The student **must** be able to provide justification or additional rationale for an appeal based on the on the grounds of:

- a. an administrative error
- b. a procedural check due to mitigating circumstances or access arrangements.
- c. an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade.

How to submit a Stage 2 – Appeal to the Awarding Organisation

A Stage 2 – Appeal to the Awarding Organisation must be sent to the centre directly by the candidate (by their school email address) and this will only be accepted by the centre following receipt of the outcome of a Stage 1 – Centre Review.

1. Student must complete **Stage 2 – Centre Review section of the Appeals form**. They will have been sent this form back to them follow the Stage 1 outcome and will be required to complete the rest of the form. **(COMPLETE PAGES 4 AND 5)**
 - a. Students must be able to provide the following information:
 - i. The reason for the appeal to the awarding organisation (please see options above), and
 - ii. give details of their reason.

Students must send the completed form to examinations@olsj.blackburn.sch.uk (by their school email address). Please provide a contact phone number in the email as we will call to check that the student has submitted the appeal before proceeding.

Deadlines to submit a Stage 2 – Appeal to the Awarding Organisation Wednesday 8th September.

Following submission of a Stage 2 – Appeal to the Awarding Organisation:

The centre will call the student to confirm that they themselves have submitted the Stage 2 – Appeal to the Awarding Organisation and check they understand that once the appeal is sent to the awarding organisation the review may result in their grade remaining the same, being lowered or raised and that this cannot be reverted.

After confirmation from the student, the centre will send the appeal along with scanned copies of the documents in the pupil's evidence folder to the awarding body. The centre will inform the student once the appeal has been submitted.

Following the result from the Awarding Body:

The centre will contact the student and provide the details of the appeal outcome within 10 working days of receipt of the outcome from the awarding organisation.