**2021 Appeals Information for Key Stage 4 & Key Stage 5 results**

In accordance with the guidance published this year by the Joint Council for Qualifications (JCQ) regarding Summer 2021 examination appeals (<https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021.pdf>), students have the right to appeal any of their grades if they feel the school has made an error. There are four main grounds for appeal, and these are detailed below. It is important to note that, in the instance of an appeal, a student’s grade could remain the same, be raised or be lowered. If a grade were to be lowered following an appeal, a student would not be permitted to retain the initial higher grade that was originally awarded.

Grounds for Appeal:

* You think the school has made an **administrative error**: an example of this would be that you feel the school has entered an incorrect grade into the spreadsheet submitted to the government.
* You think the school has made a **procedural error:**an example of this would be that you were informed that you would have access to a laptop for a given assessment, but this did not then happen.
* You think the **academic judgement on the selection of evidence was unreasonable**: an example of this would be that you feel your assessment papers have not been marked accurately by the school.
* You think the **academic judgement on the grade you were given** **was unreasonable**:

an example of this would be that you feel the grade awarded does not reflect the scores you have achieved on your assessment papers.

‘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.

The appeals process this year has two stages – a **centre review** and **awarding organisation appeal**.

All appeals, on any of the grounds above, must first go through a **centre review** (with St John’s being the examination centre in this instance). 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 would be ensuring that we followed this properly. The outcome of the centre review will be communicated to students once completed. 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, students may still choose to pursue an **awarding organisation appeal**. They must fill in the JCQ form (see weblink below), which we will then send on their behalf to the respective exam board(s). Students and parents cannot send appeals directly to the exam board themselves – it must come from the school. The outcome of the awarding organisation appeal will be communicated to students when made.

[JCQ Student Request Form for Centre Reviews and Appeals](https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf)

For those Year 13 students who miss the conditions of their firm or insurance university offer, there is a priority appeal service available. Requests for priority appeals must be made to our Exams Officer, Mrs D Prior (email: **DPrior372@stj.kent.sch.uk**) by midday on Monday 16th August.

 All other appeals should be made to our Exams Officer by midday on Friday 3rd September.

Please be aware that whilst priority appeals should be processed more quickly by the exam boards, there is no obligation for universities to hold places open while these appeals take place. However, you should still make universities aware if you are making a priority appeal.

Below is a step-by-step guide on how to make an appeal:

1. A student who believes they have been given a grade incorrectly should complete page 2 of the *JCQ student request form* (link above) and return it by email to our Exams Officer, Mrs D Prior (email: **DPrior372@stj.kent.sch.uk**)
2. If you require individual assessment marks to decide whether an appeal is appropriate, then contact our Exams Officer, Mrs D Prior (email: **DPrior372@stj.kent.sch.uk**) with ‘Request for assessment marks’ in the subject line.
3. The school will then conduct a centre review, complete page 3 of the form with the outcome, and return it to the student.
	1. If the school identifies an error, we will submit a revised grade to the exam board along with a rationale for the change. This will be considered by the exam board and if they agree with the change, a new grade will be issued.
	2. If the school does not feel an error has been made, we will contact the student and inform them of this.
4. If the student wishes, they can then ask the school to go to stage 2 and move to an awarding organisation appeal. To do this, the student must complete pages 4 and 5 of the JCQ form used for the centre review and return it to the Exams Officer.
5. The school will submit the student’s appeal along with any relevant evidence.
6. The exam board will consider if a change to the grade is supported based on the evidence submitted and inform the student and the school of its findings.

Please be aware that there is no grade protection when appealing to the exam boards which means **that grades can go down** as well as up as a result. Students will have to sign to show that they have acknowledged this before submitting each stage of an appeal.