



# Appeals Policy

## Teacher Assessed

### Grades

# 2021



LANDAU  
FORTE  
ACADEMY  
Q E M S

LANDAU  
FORTE  
ACADEMY  
TAMWORTH  
SIXTH FORM



This policy relates specifically to the policies and procedures we will undertake relating to appeals for candidates for the 2021 results series. Prior to submitting any request for appeal please ensure that you have reviewed the centre policy for the teacher assessed grades and malpractice policy located on the website.

### Statement of intent

This section outlines the purpose of this document in relation to our centre.

#### Statement of Intent

*The purpose of this policy is:*

- *To outline the procedures involved in the appeals process for challenging grades awarded in the 2021 series*
- *To explain how we as a Centre will support students to ensure that all procedures have been followed correctly when arriving at the learners TAG*
- *To explain the timelines involved in the appeals process*
- *To explain how we as a Centre will follow up requests for appeals*
- *To explain that results may go up, down or remain the same as the outcome of any appeal*

### Roles and responsibilities

This section of our Centre Policy outlines the personnel in our centre who have specific roles and responsibilities in the process of determining teacher assessed grades this year.

#### Roles and Responsibilities

##### **Head of Centre**

- *Will ensure that all procedures are followed accurately and that all JCQ guidance is followed accurately when investigating appeal requests*
- *Will ensure that students' who have conditional offers for further education are prioritized during the appeals process*

##### **Senior Leadership Team and Heads of Department**

*Our Senior Leadership Team and Heads of Departments will:*

- *Support in reviewing evidence for any appeal request*
- *Ensure that any appeal requests are thoroughly reviewed prior to any decisions being made*
- *Ensure the accurate completion of relevant documentation*
- *Liaise with students, parents, carers and share outcomes of appeal requests*

##### **Examinations Officer (Miss G Powell)**

*Our Examinations Officer will:*

- *Be responsible for the administration of the appeals process*
- *Be responsible submitting appeals to examination boards where appropriate*

## Use of appropriate evidence

This section of the policy indicates the specific types of evidence used for each course for each centre. Please note that this varies depending on the type of course in line with the assessment expectations of the course.

Types and use of appropriate assessment									
We give details here of the types of evidence used by each course when arriving at the TAG.									
Sixth form									
Subject	Trial examinations (March 2021)	Mock examination (Dec 2020)	Mock examination (Sept 2020)	Exam board additional materials (Apr 2021)	In class assessments	End of topic assessments	NEA (Coursework)	External examinations (BTEC)	OTHER records of performance
Applied business (BTEC)	X	X			X		X		
Business studies	X	X	X	X	X	X			X
Economics	X	X	X	X	X	X			X
Creative media (BTEC)	X	X	X				X	X	
English Literature	X			X	X		X		
Media studies	X	X	X	X			X		
Engineering (BTEC)		X	X				X		
Health & Social care (BTEC)					X		X	X	
Criminology	X			X	X		X		
EPQ							X		
Geography	X	X	X	X	X	X	X		
History	X	X	X		X		X		
Politics	X	X	X		X				
Psychology	X	X	X	X	X	X			
Sociology	X	X	X	X	X	X			
Travel & Tourism (BTEC)					X	X	X		
French	X	X	X	X	X	X			
Applied ICT (BTEC)		X	X		X		X		X
Computing	X	X					X		
Further Maths	X	X	X	X					
Mathematics	X	X	X	X					
Dance					X	X			X
Drama	X	X		X	X		X		X
Art							X		X
Photography							X		X
Music	X	X		X	X		X		X
Biology	X	X	X	X		X			
Chemistry	X	X	X	X		X			

Physics	X	X	X	X		X		
Sport (BTEC)		X				X	X	X
QEMS								
Subject	Trial examinations (March 2021)	Mock examination (Sept 2020)	Exam board additional materials (Apr 2021)	In class assessments	End of topic assessments	NEA (Coursework)	External examinations (BTEC)	OTHER records of performance
English Language	X		X	X		X		X
English Literature		X	X	X				X
Film Studies	X	X	X	X	X	X		
Geography	X	X	X	X	X			
History	X	X	X	X				
Religious education	X	X	X	X	X			
Applied ICT (BTEC)	X					X		
Computing	X			X	X			
French	X	X	X	X	X	X		
Mathematics	X	X		X				
Art						X		
Music	X					X		X
Performing arts	X		X	X		X		X
Sport (BTEC)				X	X	X	X	
Biology	X	X	X	X	X			
Chemistry	X	X	X	X	X			
Physics	X	X	X	X	X			
Combined science	X	X	X	X	X			
Business studies	X	X	X	X	X			
Food & Nutrition		X	X	X		X		
Textiles						X		
Engineering (BTEC)		X		X		X		
Health & Social care (BTEC)				X		X		

## Appeals

This section of our Centre Policy outlines our approach to Appeals, to ensure that they are handled swiftly and effectively, and in line with JCQ requirements.

### Sharing information

*This section details our approach to managing appeals, including Centre Reviews, and subsequent appeals to awarding organisations.*

### Requesting evidence

- Any information relating to marks and grades for any assessments outlined above can and should be requested prior to making any decision whether to pursue appeal once official results have been released in August. This should be done by submitting your request in writing via email to [exams@lfatq.org.uk](mailto:exams@lfatq.org.uk). You will need to indicate the candidates Full Name, DOB, Year group, Course and level to ensure that we can answer the query promptly. Requests should not be made prior to the release of the results in August.
- You should review the centre policy situated on the website
- You can request any evidence of special considerations that have been considered in determining your grade eg access arrangements, reasonable adjustments, or other mitigating circumstances.
  - If you have not yet told us of any circumstances then you must do so prior to the release of the results
- We cannot share any of the following prior to the release of results:
  - Final teacher assessed grade
  - Grades for individual portfolios whereby these form the basis of the grade

### Centre procedural and administrative errors

We have undertaken robust internal checks and quality assurance for every grade for every subject to ensure that grades awarded are a true and accurate reflection of the student. These checks will continue during the submission of grades to awarding organisations at the point of entry to minimise the potential for any administrative errors.

In case of any errors identified prior to the release of the results, we will resubmit the revised Teacher Assessed Grade along with head of centre declaration. If an error is identified following the release of results, we will communicate this with the affected student(s).

### Stage 1 – Centre reviews

Any student may submit a request for a centre review on the grounds of:

- *We failed to follow our procedures correctly or consistently in arriving at the result*
- *Made an administrative error in relation to the result*

You cannot request a centre review on the grounds of:

- *You are unhappy with the result*
- *You need a different result for your next pathway*

Requests for appeals on the grounds of academic judgement and unreasonableness may only be considered by awarding organisations and not by centres. If you believe this to be the case, you must first submit a centre review. We will not review the academic judgements during this stage.

To decide whether to request a centre review you will need to review and consider the following:

- *Our centre policy*

- *The sources of evidence used to determine the grade*
- *Details of special circumstances previously mentioned*
- *As a result of a review grades may be raised, lowered or remain the same by awarding organisations.*
  - *By submitting a review/appeal you are consenting to the outcome of the appeal*

All centre reviews will be considered. Outcomes of the centre review will be communicated with students prior to the next stage of the appeals procedure.

In order to request a centre review you must complete the relevant forms outlined on the website (Appendix B) and send to [exams@lfatq.org.uk](mailto:exams@lfatq.org.uk).

You will need to include information for the following:

- *What you consider we failed to do in relation to the policy and procedures*
- *Why that was a failing*
- *How you consider there to be an administrative error and what difference this made to the determination of the Teacher assessed grade*
- *In what way you consider there was an unreasonable exercise of academic judgement in either*
  - *The selection of evidence used to determine the grade*
  - *The determination of the grade from the selected evidence*

You have the right to withdraw your review/appeal request prior to a finding being made. An application cannot be withdrawn once a review decision has been made.

Requests for reviews will be prioritised based on progression onto further education courses and university placements. These will need to be submitted by 16<sup>th</sup> August. In all other cases the deadline for submission is 3<sup>rd</sup> September.

## Stage 2 – Appeals to awarding organisations

This is the second stage of the appeals process. This section will cover our role in submitting appeal requests to the awarding organisations, including the supporting information and how outcomes will be reported.

Appeals at this stage can only be made against a result that has been issued. We as a centre will submit the appeal request on your behalf upon completion of the stage 1 centre review. Awarding organisations will not accept appeals made directly by students or parents. We will submit the appeal based on the grounds of:

- *Not following procedures properly or consistently in arriving at the result*
- *The awarding organisation have made an error in relation to the result*
- *We made an unreasonable exercise of academic judgement in the choice of evidence used to determine the grade*
- *We made an unreasonable exercise of academic judgement in the determination of the grade based on the available evidence*

Once we have submitted the appeal to the awarding organisation we will communicate this with the student.

Upon receipt of the appeal the awarding organisation will decide whether to accept for evaluation or not. The decision whether to accept will be based on:

- *Whether grounds for appeal are within the remit of the appeals process*
- *Whether the centre review has been completed*
- *The timing of the application*
- *Whether the student has consented to the grade being raised, lowered or staying the same*

Where an appeal is made on the grounds of an unreasonable exercise of academic judgement an independent reviewer will be used to review the evidence. This will be a subject expert from the awarding organisation trained to evaluate appeals. As the Teacher assessed grade is holistic in nature, the independent reviewer will take a similarly holistic approach in their decision making. The purpose of this review is not to review the marking of individual assessments. The reviewer will consider whether the original grade decision is reasonable and not what they would have given as an alternative.

Where an unreasonable exercise of academic judgement is found the independent reviewer will determine the alternative grade. The awarding organisation will then report the revised grade and outcome of appeal with reasons to the centre. This outcome and where appropriate the next stage will be shared with the student as soon as possible.

### Appeals request and consent form

Below you will find a link to the appeals form along with explanatory notes for each section.

[https://www.icq.org.uk/icq\\_appeals-guidance\\_summer-2021\\_appendix-b/](https://www.icq.org.uk/icq_appeals-guidance_summer-2021_appendix-b/)



**Appendix B - Optional Student Request Form for Centre Reviews and Appeals to Awarding Organisations**

JICQ Joint Council for Qualifications

AQA City Guilds OCR Pearson WJEC CBAC

**Important information for students**

**What may happen to your grade during the centre review and appeals process?**

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

**What will be checked during a centre review?**

You can ask the centre to check whether it made a **procedural error**, an **administrative error**, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation. You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

**What will be checked during an awarding organisation appeal?**

You can ask the awarding organisation to check whether the centre made a **procedural** or **administrative error** - or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

**When do I need to submit my request?**

You should submit a request for a centre review by **16 August 2021** for a **priority appeal**, or by **3 September 2021** for **non-priority appeals**.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. Priority appeals that aren't submitted to the awarding organisation by 23 August 2021 will still be treated as a priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

(screenshot of student request and consent form)

