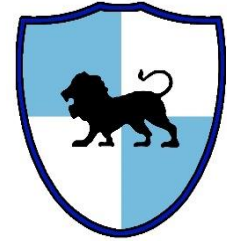


SIR THOMAS FREMANTLE SCHOOL



Appeals Procedure Summer 2021

Approved: Mr N. Pledger – Headteacher

Key staff involved in the access arrangements process

Role	Name(s)
Head of centre	Neale Pledger
Head of sixth form	Matt Pike
Head of Yr.11	Mat Payne
	SLT
Access arrangement facilitator(s)	Chloe Jones

Statement of Intent

Following the impact of the Covid-19 pandemic, teachers are determining the grades of GCSE's, GCE's and VT qualifications for the summer 2021 examination series. STFS is committed to ensuring that where staff mark candidates work this is fair, consistent and in accordance with the awarding body's specification and subject. The appeals procedure will serve as a safety net to fix any genuine errors that were not identified earlier on.

This procedure confirms that Sir Thomas Fremantle School complies with JCQ's General Regulations for Approved Centres and will have readily available an Appeals Policy alongside the Summer 2021 Centre Policy. The details of this policy will be communicated and accessible to all candidates.

The policy for determining teacher-assessed grades can be found on the Sir Thomas Fremantle Website.

Appeals procedure

- Any appeal must be submitted in writing by completing a **Summer 2021 Appeals form** (annexed to this policy and also available from the Examinations officer).
- Forms received will be logged by the Centre and acknowledged within 48 hours (weekdays)
- The Examinations Officer will liaise with the student (and/or parent/carer) to determine whether the appeal is deemed as 'Priority' or 'Non-Priority'
- A stage 1 centre review will be carried out
- If the candidate remains displeased, the centre will submit a stage 2 appeal to the exam board
- The final stage whereby a candidate is still dissatisfied with their grade is to apply to Ofqual's Exam Procedures Review Service

Stage 1 – centre review

If a candidate believes they have been issued with the incorrect grade, the candidate must contact the Examinations Officer to request the Appeals form.

Stage 1 centre review is to appeal directly to STFS. The following aspects are reviewed -

- Whether an administrative error was made, e.g. the incorrect grade was submitted to the exam board;
- To identify whether the procedure was correctly applied e.g. STFS did not follow the centre policy for determining teacher assessed grades;

To help students decide whether they should apply they can request the following information –

- 1) The Centre Policy for determining teacher assessed grades
- 2) Sources of evidence used to determine grades, along with any grades/marks associated with them
- 3) Details of any special circumstances that have been taken into account

Stage 2 – appeal to the exam board

If a candidate believes they have still not received the correct grade after the stage 1 review is complete, the candidate can appeal to the exam board.

The exam board will review the following –

- 1) Whether STFS made an unreasonable exercise of academic judgement in the choice of evidence from which they determined a grade and/or in the determination of a grade from the evidence
- 2) To determine whether STFS did not apply the procedure correctly e.g. STFS did not follow the Centre Policy, STFS did not undertake quality internal assurance;
- 3) To ascertain whether the exam board made an administrative error

Both stage 1 and stage 2 of the appeal process will require written consent from the candidate.

At either stage of the appeal process, a candidate's grade may go up, or down or remain the same.

Prioritising Appeals

Appeals will be dealt with case-by-case and largely dependent on the urgency.

If a candidate's appeal will affect a university, school or college place these will be categorised as high priority. It is advisable for candidates to inform a university, school or college if they are pursuing an appeal.

Once an appeal form is submitted to the examinations officer, she will make contact to ascertain the priority level of the appeal.

Appeal deadlines

10th August – 7th September: priority windows opens

- **10th August – 13th August:** student requests Stage 1: centre review
- **16th August – 20th August:** centre conducts Stage 1: centre review
- **11th August – 23rd August:** centre submits appeal to the exam board

Requests for high priority appeals will not be accepted post Friday 13th August.

10th August – October: Non-priority appeals take place

- **Up to Friday 3rd September:** Student requests Stage 1 review: centre review
- **Up to Friday 10th September:** centre conducts Stage 1: centre review
- **Up to Thursday 16th September:** Centre submits appeal to the exam board

Requests for non – priority appeals will not be accepted post Friday 3rd September

Candidates are responsible for escalating the appeal process from stage 1 to 2. This is not an automated system.

Appeal Outcomes

Stage 1: centre review

1. Candidates will receive confirmation as to whether a clerical error was / or was not made in submitting grades to the exam boards.
2. Confirm correct assessments grades were used when ascertaining overall grade
3. Confirm quality assurances took place
4. Evidence can be provided – such as the sources of evidence used
5. If not previously requested the Centre Policy will be provided

Stage 2: appeal to the exam board

Historically, with all post results services following examination results, the centre receives the result of the service/appeal. The results of an appeal will informed to the candidate.



FOR CENTRE USE ONLY	
Date received	

Appeals form

Reference
No.

Candidate name:

Contact Details:

Email address(es) At least one email address must belong to the student

Subject appealing:

Grade received

Please state the grounds for your appeal below:

Please write as bullet points; please keep to the point and include relevant details.

A signature:

Date of signature:

This form must be completed in full; an incomplete form will be returned to the appellant.

