



## Centre Assessed Grades, Appeals Process for Years 10, 11 & 12.

### 2021 GCSE, LiBF, Cambridge National and BTEC Qualifications

OFQUAL and the JCQ (Joint Qualifications Council) have confirmed their appeals and resits process for the Summer 2021 Centre Assessed Grades (CAGs) which schools have been asked to produce.

The rules which schools have had to follow this year to produce Centre Assessed Grades for GCSE, LiBF, Cambridge National and BTEC qualifications mean that it is not possible for students to appeal their results if they are simply unhappy with their grade.

Appeals can only be made if students believe there has been an administrative or procedural error with their grade.

Our procedures for the determination and internal quality assurance of CAGs along with our approved Centre Policies are available on our website [www.bromfords.essex.sch.uk/exams](http://www.bromfords.essex.sch.uk/exams).

### What should I do if I think there has been an administrative or procedural error with a grade?

If you believe an administrative or procedural error has been made when calculating your grade, you should consider carefully if you wish to raise an appeal. You should be aware that **your grade could go up, go down or stay the same**. If you decide to proceed with an appeal, then you would initially need to go online and complete the [Student Request Form for a Centre Review](#). Alternatively, please contact our [Examinations Officer](#) for an electronic or paper copy of the form.

It is the student who must log the appeal, not the parent/carer of the student.

### What is an administrative or procedural error?

A procedural error means a failure to follow the process set out in either of our Centre Policies. *Please note there is a separate Centre Policy for BTEC qualifications.* An administrative error means an error in the school's recording of your grade or submitting your grade to the awarding body.

### When would I need to do this?

Year 11 will receive their results on Thursday, August 12<sup>th</sup> along with any Year 12 students awaiting the outcome of GCSE resits and some students in Year 10 awaiting outcomes in their LiBF qualification.

Appeals must be submitted no later than **4pm on Friday, 3<sup>rd</sup> September 2021**. **Please note that due to the school closure period, no appeals received after 10am on Monday 16<sup>th</sup> August will be considered by the school prior to the start of term on Wednesday, 1<sup>st</sup> September 2021.**



### **What happens next?**

On receipt of a student's submission of the Centre Review Form, the school will conduct its own review to see if there has been an administrative or procedural error with the award of a student's grade(s).

This will be carried out by the Deputy Headteacher and Examinations Officer within a timeframe of five working days **for appeals received prior to 10am on August 16<sup>th</sup>**. For appeals received after this date and prior to the JCQ appeals deadline of September 3<sup>rd</sup>, a response will be issued within 5 working days from September 1<sup>st</sup> or the date on which appeal is received if it is received after this date but in advance of the appeals deadline.

The school will report of the outcome of the Centre Review by completing Section B of the student's Centre Review Form. This will be emailed back to the email address provided by the student when they initially lodged their appeal.

All appeals will be issued with a response from the school no later than Friday 10<sup>th</sup> September.

**Note that the awarding body will review any request from the school to alter a student's grade based on an administrative or procedural error before deciding whether the request can be accepted and this outcome will also be confirmed in writing by the school to the parent and student.**

This concludes Stage 1 of the Appeals Process and is referred to as the **Centre Review**.

If the student is still of the opinion that an error has been made in the awarding of one or more of their grades, they can ask the school to lodge an appeal with the awarding body for their qualification. **Students cannot appeal to the awarding body directly.**

This is Stage 2 of the Appeals Process and students would need to go online and complete the [Student Request Form for Appeals to Awarding Organisations](#). Alternatively, please contact our [Examinations Officer](#) for an electronic or paper copy of the form.

Appeals at Stage 2 must be submitted to the school no later than **9am on Friday, 17<sup>th</sup> September 2021**.

**Please note that if a student wishes to be entered to sit a qualification in November to try and secure an improvement to their Centre Assessed Grade the deadline to inform us or your new college that you wish to be entered is **Monday, 4<sup>th</sup> October**. At this stage we are unable to confirm arrangements for external candidates including current Year 11 not progressing into our Sixth Form.**



## Stage 2 of the Appeals Process

This is the second stage of the appeals process in Summer 2021. This section covers the school's role in submitting student appeal requests to awarding organisations, including the supporting information needed, what the awarding body will do and how outcomes will be reported.

Once the school has submitted the student's appeal to the awarding body, an independent reviewer will check to see if there has been an administrative or procedural error made by either the school or the awarding body in awarding the grade. As procedures are evaluated at the Centre Review stage, it is expected that most procedural errors and centre administrative errors will have already been rectified by the centre before an appeal is submitted.

If the appeal is on the grounds that the grade awarded is an 'unreasonable exercise of academic judgement' on the part of the school (either in the choice of evidence from which to determine the grade and/ or the determination of that grade from the evidence) the independent reviewer will consider whether the original Centre Assessed Grade decision was reasonable.

The independent reviewer **will not** consider whether they would have given an alternative grade or whether an alternative grade could also reasonably have been given i.e., that no teacher acting reasonably would have reached a different judgement.

Where the appeal concerns the selection of evidence, the academic decision will be considered in the context of the centre's procedure. Where this sets a starting point that the same evidence will be used for all students in a cohort, the relevant question will usually be whether an academic decision to depart from, or not to depart from, the starting point in respect of the particular student was unreasonable.

Where the student submits an appeal on more than one ground (e.g., the awarding body is asked to review both procedures and the exercise of academic judgement), the appeal process is likely to take longer. **This could be an important consideration for students who urgently need the outcome of their appeal.**

As a result of the appeal, the case will either be rejected (disallowed) or upheld (allowed) in whole or in part. **The fact that an appeal has been upheld (allowed) will not necessarily result in a grade change for the student.**

The school will then share the outcome of the awarding body appeal, and where appropriate the next stage of the process, with the student and parent/carer.

## Exam Procedures Review Service

Following the conclusion of the awarding body's appeal process, a student who remains concerned their grade was incorrect may be able to apply for a procedural review to the Exam Procedures Review Service (EPRS) from the relevant regulator. **However, there is no route to OFQUAL's Exam Procedures Review Service (EPRS) for students appealing BTEC qualifications.** In such cases, a complaint may be submitted to OFQUAL once the appeals process has been completed, where there is reason to believe the awarding body has not followed its procedures in handling the appeal. OFQUAL will provide further details about the EPRS processes for Summer 2021 before results days in August.