



HARROGATE GRAMMAR SCHOOL
EXCELLENCE FOR ALL

Centre Review and Appeals Policy 2021



Harrogate Grammar Schools 'Centre Policy for determining teacher assessed grades in Summer 2021' sets out the schools' approach to Appeals, to ensure that they are handled swiftly and effectively, and in line with JCQ requirements.

It states:

A. Appeals

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

- *All staff involved have been made aware of the arrangements for, and the requirements of, appeals in Summer 2021, as set out in the **JCQ Guidance**.*
- *Internal arrangements will be in place for the swift and effective handling of Centre Reviews in compliance with the requirements.*
- *All necessary staff have been briefed on the process for, and timing of, such reviews, and will be available to ensure their prompt and efficient handling.*
- *Learners have been appropriately guided as to the necessary stages of appeal.*
- *Arrangements will be in place for the timely submission of appeals to awarding organisations, including any priority appeals, for example those on which university places depend.*
- *Arrangements will be in place to obtain the written consent of students to the initiation of appeals, and to record their **awareness that grades may go down, as well as up on appeal**.*
- *Appropriate information on the appeals process will be provided to parents/carers.*

All appeals will be processed in line with the JCQ guidance in 'A guide to the appeals process Summer 2021 series' - June 21

Prior to the issuing of results, all candidates will have been given or had access to the following information which would help them to decide whether or not to request a review:

- a. the centre policy
- b. the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
- c. details of any variations in evidence used based on disruption to what that student was taught
- d. details of any special circumstances that have been considered in determining their grade, e.g. access arrangements/reasonable adjustments or mitigating circumstances such as illness

Any student or private candidate who has been awarded a Teacher Assessed Grade by Harrogate Grammar School and believes that there has been an error in the grade that has been issued, can submit an appeal.

There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation

Stage 1 **must** be completed before a Stage 2 appeal can be submitted.

Stage 1 – Centre review

This is the first stage of the appeals process in 2021 and can be submitted on the grounds that the candidate believes that HGS has either:

- failed to follow its procedures properly or consistently in arriving at that result or
- made an administrative error in relation to the result

Requests for appeals on the grounds of academic judgement (where the judgement appears to be unreasonable) will only be considered by awarding organisations (at Stage Two) and not by HGS, however an initial centre review **must** still be completed to ensure that the HGS has not made any procedural or administrative errors.

HGS will not review its academic judgements during the centre review stage.

Any student requesting a review must complete and sign Section A of the '*Student Request Form for Centre Reviews and Appeals*'. This form will be available to download from the examinations page of the HGS website -

(<https://www.harrogategrammar.co.uk/students/examinations/>) or can be requested by emailing examinations@harrogategrammar.co.uk.

Requests for reviews which are not submitted via this form will not be processed.

If a form is submitted where Section A has not been completed in full, this will be returned for completion, thereby delaying the process.

All review requests received and their outcomes will be logged by HGS and tracked throughout the process.

All Stage 1 requests should be emailed to examinations@harrogategrammar.co.uk including the words 'Stage 1 Appeal' in the title of the email.

All students requesting appeals will be required to sign the request form to confirm that they understand that their grades may be **raised, lowered or stay the same** because of their appeal.

A student may withdraw a request they have submitted as long as no finding has yet been made. An application **cannot** be withdrawn once a finding has been made.

On receipt of a completed Stage 1 review request, HGS will then carry out a centre review, based on the information submitted by the student.

Administrative error

- A check will be made to ensure that all the correct grades and marks were input correctly for the student, at all stages of the process and that there were no errors in the marks/grades submitted for all pieces of evidence used.

Procedural error

- The focus of the review will be on determining, whether HGS followed its procedure properly and consistently in arriving at the grade, being challenged.

To do this HGS will consider the following:

- a. the reason presented by the student for the review, where this has been specified and any evidence provided by the student about issues that were not known about at the time the grade was determined.
- b. the centre's approved policy and whether it was followed properly and consistently.
- c. the evidence which was used to determine the student's grade.
- d. any relevant assessment records detailing for the student any amendments to the range of evidence used for the cohort and, where applicable, steps taken to address any known mitigating circumstances/special consideration or approved access arrangements/reasonable adjustments.
- e. a record that the grades had been signed off by at least two teachers in the subject, one of whom was the Faculty Leader/subject leader or Head of Centre where there was only one teacher in the department/subject.
- f. the record, where it exists, of any relevant pre-results communications between the centre and student (for example, where a student has raised mitigating circumstances earlier in the process).
- g. relevant centre administration records.

If HGS find that there has been a procedural or administrative error, it will then decide whether this error would have affected the teacher assessed grade submitted to the awarding body. The outcome of this may result in a grade being **increased, lowered, or staying the same**.

Once the centre review has been concluded, section B of the review request form will be completed by HGS with the findings. In cases where there has been no change to the grade, this will then be emailed to the student in case they wish to submit a stage 2 appeal.

If a procedural or administrative error is found, HGS will also consider whether this error may have impacted on the grades of any other students.

Where a student has not submitted a review request, but it has been found that a procedural or administrative error has impacted their grade, then HGS will also submit a request to rectify the grades of these students as well. This will include grades that should have been higher and grades that should have been lower. In all cases the student will be contacted by a member of the Senior Leadership Team to explain the situation prior to the request being submitted to the awarding organisation.

If the review has found that an incorrect grade has been issued, HGS will submit a request to the Awarding Organisation to correct the error and amend the grade. The awarding organisation will then consider the outcomes and reasons and make the **final decision** about changing the grade.

Once the awarding organisation has reported its decision regarding the change of grade, this will be emailed to the student along with the outcome of the centre review.

Stage 2 – Appeal to the awarding organisation

This is the second stage of the appeals process and can only be submitted once a student has received the outcome of their Stage 1 appeal. This can be submitted on the following grounds:

- a. HGS did not follow its procedure properly or consistently in arriving at the result, or during the centre review.
- b. the awarding organisation made an administrative error in relation to the result.
- c. HGS made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of that grade from the evidence.

All requests for Stage 2 appeals must be made via HGS who will submit the appeal to the awarding organisation.

Stage 2 Appeals should be made by completing Section C of the student request form and emailing it to examinations@harrogategrammar.co.uk including the words 'Stage 2 Appeal' in the title of the email.

Any incomplete form that do not include a signature or the required rationale/evidence for the appeal will be returned to the student by HGS for completion resulting in a delay to the process.

When a Stage 2 appeal is received, HGS will then submit the appeal along with the required evidence to the awarding organisation on behalf of the student and email the student to confirm that this has been done.

If the awarding organisation identifies a procedural error or finds alternative evidence should have been included in the range of evidence which may have impacted the Teacher Assessed Grade, they will report these findings to HGS who will then review the Teacher Assessed Grade in the light of this. HGS will then inform the awarding organisation if it believes there should be a change to the grade.

The awarding organisation's appeal outcome letter will be provided via email to you as soon as is reasonably practical after it is received by HGS from the awarding organisation.

In all cases, the awarding organisation will make any amendments to the grades and report the outcomes of the appeal to HGS.

The outcome of the appeal, including reasons for the decision outlined by the awarding organisation, will then be emailed to the student.

Following the conclusion of the Stage 2 Appeal, a student who remains concerned that their grade is incorrect may be able to apply for a procedural review to the Exam Procedures Review Service (EPRS) details of which will be emailed to the student with the outcome of their Stage 2 review.

Deadlines for appeals

Priority appeal¹

16 August 2021 – deadline for a student to request a Stage 1 - centre review

20 August 2021 – deadline for a student to request a Stage 2 - appeal to awarding organisation

Non-priority appeal

3 September 2021 - deadline for a student to request a Stage 1 - centre review

16 September 2021– deadline for a student to request a Stage 2 - appeal to awarding organisation

¹ A priority appeal **is only for** students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result.