



Awarded Grades Appeals Policy 2021

At Greenford High School we have put into place rigorous systems to ensure that we have followed all of the due processes that have been outlined by Ofqual, JCQ and the exam boards.

Our objective was to make holistic judgements of each student's performance across a range of evidence relating to the qualification specification. We have ensured that the Awarded Grades are professional judgements that best reflect the students' performance up until 31st of May. The awarded grades are based on evidence about how each student performed across a range of assessments including mock result(s) and other high quality assessment opportunities that were provided, before and after the mocks.

We have ensured that the judgements are objective and fair. We have not made it any easier or harder to achieve a particular grade this year compared to previous years. All appeals must only be made in writing, we will not be arranging meetings with students and/or families. The grades that will be awarded in August will be the decision of the awarding organisations.

Please refer to our statement of intent for details about our procedures and processes.

The Appeals Process

There are two stages to the summer 2021 appeals process:

Stage 1: Centre (GHS) review

The first stage of the process is referred to as a centre review. If a student does not consider that they have been issued with the correct grade, they can ask the centre (GHS) to check if an administrative or procedural error has occurred. The centre will need to ensure the student is aware that their grade could go down, up or stay the same. If GHS finds that an error has occurred, we will submit a request to the awarding organisation to correct the error and amend the grade without the need to make an appeal to the awarding organisation.

Stage 2: Appeal to the awarding organisation

The second stage of the process is referred to as an appeal to the awarding organisation (submitted by the centre on the student's behalf). An appeal should be submitted if the student considers:

- we did not follow our procedure properly
- the awarding organisation has made an administrative error
- the student considers that the grade awarded was an unreasonable exercise of academic judgement.

Ofqual Exam Procedures Review Service

If the student or centre considers that the awarding organisation has made a procedural error, they can apply to Ofqual's Exam Procedures Review Services (EPRS) to review the process undertaken by the awarding organisation.

There are four grounds for appeal:

Appeal to GHS:

- The centre, GHS made an administrative error, e.g. an incorrect grade was submitted; an incorrect assessment mark was used when determining the grade.
- The centre did not apply a procedure correctly, such as the centre did not follow its Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances such as illness.

Appeal to the awarding bodies:

- The awarding organisation made an administrative error, e.g. the grade was incorrectly changed by the awarding organisation during the processing of grades.
- The student considers that GHS made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of the grade from that evidence.

When making any appeal, please be aware that the grade could go up or down once it has been reviewed by GHS and/or the awarding body.

When making an appeal:

Step 1 - Please check that your grounds for appeal meet one of the criteria, if it does, please complete the form (Centre Review Form) which is available on our website. Please send this to appeals@greenford.ealing.sch.uk. Please note that all appeals must only be made in writing, we will not be arranging meetings with students and/or families.

Step 2 - The student must give their consent to the appeal. You will receive an email acknowledging that your appeal has been received.

- A level grade appeals, please submit the form within 3 working days from receiving your grade(s) (Thursday 12th August by 5pm). In the case of a Centre Review, we will conduct a review internally and get back to you within 2 working days.
- GCSE grade appeals - please submit the form by Monday 30th August. We will conduct our review and get back to you by Tuesday 31st August.

Step 3 - If you are unhappy with the outcome of our Centre Review, you are able to make an appeal to the Awarding Body. You would need to complete the form, which is available on our website (Appeals Form, Awarding Organisation), we will forward this to the Awarding Body. In the case of an appeal to an Awarding Body, we will forward your appeal. **Appeals to the Awarding body need to be made by these dates, please make sure that the appropriate form is completed and submitted to us by these dates:**

- A level 16th August
- GCSE 2nd September

Step 4 - We will inform you of any outcome as soon as we have received it.