

Acklam Grange School appeals process – Summer 2021

FOR GCSES IN THE SUMMER OF 2021

Acklam Grange School appeals process Summer 2021

Statement of intent

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

Statement of Intent
<p>This section provides details of the purpose of this document, as appropriate to our centre:</p> <p><i>The purpose of this policy is:</i></p> <ul style="list-style-type: none">• <i>To set out clear guidance on when students will receive their results.</i>• <i>To support our students and their parents by offering guidance on how the appeal process will work this year.</i>

When Will I Receive my Grades and What Happens Next?

This section of our Centre Policy outlines how grades will be received and the steps Acklam Grange can take to appeal a grade that has been awarded.

When will Grades be Awarded?

This section gives details on when grades will be awarded.

- GCSE students will receive their results on Thursday 12 August 2021.

What Happens Next? Appeals

This section provides details of the approach to rectifying any errors that may have occurred. Although everyone has worked extremely hard to ensure all students are awarded with the correct grades on results day, there will also be an appeals system as a safety net to fix any genuine errors that were not identified earlier on in the grade awarding processes.

Should a student believe an error has occurred in determining their grade they can appeal to Acklam Grange who will review whether they:

- Made an administrative error, e.g. we submitted an incorrect grade, used an incorrect assessment mark when determining your grade;
- Did not apply a procedure correctly, e.g. we did not follow our Centre Policy, did not undertake internal quality assurance; did not take account of access arrangements or mitigating circumstances, such as illness.

The Stages of Appeal

This section provides details of the stages of appeal that are open to students.

Should a student believe an error has been made in determining their grade, they will have a right to appeal. There are two stages to the appeal process.

Stage 1 Appeal – Centre Review

If a student believes they have been awarded an incorrect grade they may appeal directly to Acklam Grange. Acklam Grange will review whether:

- An administrative error was made e.g. an incorrect grade was submitted to the awarding body; an incorrect assessment mark was used when determining the grade.
- A procedure was incorrectly applied, e.g. the Acklam Grange Centre Policy was not followed; internal quality assurance was not undertaken; access arrangements were not accounted for neither were mitigating circumstances such as illness.
- Made an administrative error, e.g. the teachers making judgements will have adhered to the Ofqual Head of Centre guidance on recommended evidence, and further guidance provided by awarding organisations.

In order for a decision to be made by a student on whether to appeal, the student can request that Acklam Grange shares with them the following information on results day, if not before:

- Acklam Grange Centre Policy
- Sources of evidence used to determine the grade along with any grades/marks associated with them
- Details of any special circumstances that may have been taken into account in determining the grade e. g. access arrangements, mitigating circumstances such as illness.

Stage 2 Appeal – Appeal to the Exam Board

Should a student still believe that an incorrect grade has been awarded after the centre review has been conducted and completed, and they can demonstrate that the grade awarded does not reflect the evidence that has been used, they may request that Acklam Grange appeals directly to the exam board on their behalf. The exam board will review:

- If Acklam Grange made an unreasonable exercise of academic judgement¹ in the choice of evidence from which the grade was determined and/or in the determination of the grade from that evidence.
- Acklam Grange did not apply a procedure correctly, e.g. did not follow the Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.
- The exam board made an administrative error, e.g. they amended the grade during the processing of grades.

¹ A reasonable judgement is one that is supported by evidence. An exercise of judgement will not be unreasonable simply because a student considers that an alternative grade should have been awarded, even if the student puts forward supporting evidence. There may be a difference of opinion without there being an unreasonable exercise of judgement. The reviewer will not remark individual assessments to make the final judgements but will take a holistic approach based on the overall evidence

At both stages of the process the student will need to submit their appeal to Acklam Grange giving written consent to conduct the appeal or submit it to the exam board on their behalf. Students are to be reminded that **grades can go down, up or stay the same** through either stage of the process and could potentially affect a cohort rather than an individual's grade.

The timelines for non-priority appeals will be as follows:

- **12 August 2021 to 17th September:** majority of non-priority appeals are made
- **12 August 2021 to 3 September 2021:** student to request centre review
- **12 August 2021 to 10 September 2021:** Acklam Grange conducts centre review
- **12 August 2021 to 17 September 2021:** Acklam Grange submit organisational appeal to exam board

Should a student believe the exam board to have made a procedural error in handling their appeal, they may apply to Ofqual's Exam Procedures Review Service and review the process undertaken by the exam board

