

Turton School Appeals Process

FOR A/AS LEVELS AND GCSES FOR SUMMER 2021

If you believe an error has been made in determining your grade, you have a right to appeal. You will need to explain clearly why you think the grade is incorrect, what evidence you have and what you think the grade should have been.

There are two stages to the appeals process. At both stages of the process you will need to submit your appeal to the School by filling in the form at the end of this information and returning it via email to **results@Turton.uk.com**. It’s important to remember that your grade can go down, up or stay the same through either stage of the process.

Please be aware that a centre (school/college) review must be completed and an outcome reported to the student before an appeal can be submitted to the exam board. Any appeals submitted where this has not happened, will be rejected by the exam board and a new application will need to be submitted once the centre review has been completed.

**Stage 1:** **centre review**

If you think you have been issued with the incorrect grade, you can appeal. School will then conduct a review to establish whether one of the following has occurred:

• An administrative error, e.g. the school submitted an incorrect grade; we used an incorrect assessment mark when determining your grade.

• Procedural error, 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.

To help you decide whether to appeal, you can request the following:

• The Centre Policy

• The sources of evidence used to determine your grade along with any grades/marks associated with them

• Details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness

**Stage 2: appeal to the exam board**

If you still don’t think you have the correct grade after the centre review is complete, you can ask us to appeal to the exam board, who will review whether:

• The school made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence. According to the Exam boards 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 re-mark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence.

• The school did not apply a procedure correctly, e.g. they did not follow their 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 changed your grade during the processing of grades.

**Important Dates:**

**Priority appeals:**

*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.*

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| 11th August to 16th August 2021 | Window for students to request a centre review |
| 11th August to 20th August 2021 | Centres conduct centre reviews |
| 16th August to 23rd August 2021 | Centres submit appeals to awarding organisations |

* Students putting in a priority appeal must let their university know they are appealing themselves. Universities are advised to keep an appellant’s place open until 8th September, but are not obliged to do so.
* You must provide us with your UCAS personal ID. Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student’s place is dependent on the outcome of the appeal.

**Other appeals:**

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| 13th August to 3rd September 2021 | Window for students to request a centre review |
| 16th August to 10 September 2021 | Centres conduct centre reviews |
| 23rd August to 17 September 2021 | Centres submit appeals to awarding organisations |

Please note priority centre reviews will take at least 48 hours. Please allow three working days for an acknowledgement and a response.

Other appeals will be responded to within 5 working days.

**Important information for students**

What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

• Your original grade is lowered, so your final grade will be lower than the original grade you received.

• Your original grade is confirmed, so there is no change to your grade.

• Your original grade is raised, so your final grade will be higher than the original grade you received.

Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

**What will be checked during a centre review?**

You can ask school to check whether it made a procedural error, an administrative error, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

**What will be checked during an awarding organisation appeal?**

* You can ask the awarding organisation to check whether the centre made a procedural or administrative error - or whether the awarding organisation itself made an administrative error.
* You can also ask the awarding organisation to check whether the academic judgement of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. We must submit this on your behalf, you cannot appeal directly.

If you wish to appeal please complete and return the following:

**Stage one – centre review**

**A. Student request**

This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

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| **Centre Name** | **Turton** | **Centre Number** | **32143** |
|  |  |  |  |
| **Student Name** |  | **Candidate Number** |  |

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| **Qualification title (e.g. AQA GCSE English Language)** |  | | |
| **Teacher Assessed Grade issued** |  | | |
| **What grade you feel you should have been issued** |  | | |
| **Is this a priority appeal?**  *A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.* | Yes / No | If Yes provide your UCAS personal ID (e.g. 123-456-7890) |  |

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| **Grounds for centre review**  Please tick one or all of the options if they apply to your request. If you don’t think either of the first two apply, we will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended. | | | |
| **Administrative Error by the centre**  e.g. the wrong grade/mark was recorded against an item of evidence |  | **Procedural Error by the centre**  e.g. a reasonable adjustment / access arrangement was not provided for an eligible student Supporting evidence |  |
| **Other –** this could include selection of evidence, determination of the Teacher Assessed Grade, issues with access arrangements / reasonable adjustments and/or mitigating circumstances. | | |  |

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| **Supporting evidence**  Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. Lease explain why you feel your grade should have been higher and what evidence do you have for this? |
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**Acknowledgement**

I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the section above.

In submitting this review, I am aware that:

• The outcome of the review may result in my grade remaining the same, being lowered or raised

• The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded.

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| Student Name | Student signature | Date |