



## Information for Students, Summer 2021 Appeals

### Teacher Assessed Grades

The South Wolds Academy and Sixth Form (SWA) has determined grades in accordance with the JCQ guidance (<https://www.jcq.org.uk/summer-2021-arrangements/>) and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer to Ofqual's [Student Guide to Awarding: Summer 2021](https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021) (<https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021>) which tells you how you will get your qualifications in summer 2021 and where you can get more information. This document is also available on the SWA website (Students, Exams, Exams Information).

### Arrangements for Appeals

There are two stages to the appeals process:

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

The information below describes the arrangements in place at SWA for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

#### Stage 1 – Centre Review

If a student does not consider they have been issued with the correct grade, they can submit a Student Request for Centre Review (Stage 1) form, available on the SWA website (Students, Exams, Exams Information) to check if an administrative or procedural error has occurred. The outcome of the centre review may result in the student's grade remaining the **same**, being **lowered** or **raised**.

The student should read the important instructions on the front page of the form. The completed form should be saved in the student's name and candidate number, and then emailed as an attachment to [exams@southwolds.notts.sch.uk](mailto:exams@southwolds.notts.sch.uk) from the student's own email account.

On completion of the review, SWA will email the completed Centre Review Outcome (Stage 1) to the student's email, in sufficient time prior to the relevant appeal to awarding organisation deadline.

If an administrative or procedural error is found, SWA will submit a request to the awarding organisation to correct the error and amend the grade without the need to submit an appeal to the awarding organisation.

#### Stage 2 – Appeal to the Awarding Organisation

An appeal to the awarding organisation will only be submitted if the first stage, centre review, has been completed and the outcome of the first stage has been issued to the student.

The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the student wants to improve their grade they may want to consider entering for the autumn exam series (please see below).

If the student believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the student considers that the grade awarded was an unreasonable

exercise of academic judgement, the student can submit a request to proceed with an appeal to the awarding organisation on their behalf. The outcome of the appeal may result in the grade remaining the **same**, being **lowered** or **raised**.

To proceed, the student must fully complete the Student Request for Appeal to Awarding Organisation (Stage 2) form, available on the SWA website (Students, Exams, Exam Information). The completed form should be saved in the student's name and candidate number, and then emailed as an attachment to [exams@southwolds.notts.sch.uk](mailto:exams@southwolds.notts.sch.uk) from the student's own email account.

SWA will then submit the appeal on the student's behalf according to the requirements of the awarding organisation to which it is being submitted.

The awarding organisation will determine the grade at appeal and the outcome will be final. There is no further opportunity to appeal the outcome to the awarding organisation.

The awarding organisation's appeal outcome letter will be emailed to the student as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.

Should the student still remain concerned their grade was incorrect, they may be able to apply for a procedural review. The appeal outcome letter will include the next appropriate steps, where applicable, to apply for a procedural review to the Exam Procedures Review Service (EPRS)

**Please note** - 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. For more information please refer to the Department for Education's blog <https://dfemedia.blog.gov.uk/2021/06/09/exam-appeals-what-can-i-do-if-i-think-my-grade-is-wrong-how-do-i-appeal-what-will-happen-if-i-appeal-your-questions-answered/>

## Deadlines to Submit a Request

### Priority appeal

9.00 am on Monday 16 August 2021

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

9.00 am on Monday 23 August 2021

– deadline for a student to request a Stage 2 – appeal to the awarding organisation

Please note:- A priority appeal **is only for** students applying to higher education who did not attain their firm choice (ie the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result. You should inform your intended higher education provider that you have requested a centre review or appeal. You will need to provide in the request form(s) your UCAS personal ID code which is included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal. Priority appeals that aren't submitted to the awarding organisation by 23 August 2021 will still be treated as a priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

### Non-priority appeal

9.00 am on Wednesday 1 September 2021

- deadline for a student to request a Stage 1 - centre review

9.00 am on Friday 17 September 2021

– deadline for a student to request a Stage 2 – appeal to the awarding organisation

## Autumn Exam Series

The autumn exam series is an opportunity for students who either were unable to receive a calculated grade in the summer, or who want to try to improve their grade, to sit their exams. You should contact school by emailing [exams@southwolds.notts.sch.uk](mailto:exams@southwolds.notts.sch.uk) if you wish to be entered.

Entry deadlines are:- Tuesday 7 September 2021 - AS and A Levels; Friday 1 October 2021 – GCSEs.