



**Ursuline**  
High School  
WIMBLEDON

Voluntary Aided 11-18 Roman Catholic School for Girls  
Headteacher: Ms Julia Waters BSc (Hons) MA

16<sup>th</sup> July 2021

Dear Student and Parent / Carer,

**A Level/Level 3 Vocational results day is the 10th August and GCSE results day is the 12th August.**

Please find below an explanation of the Appeals process (Summer 2021) following the awarding of summer grades. We are still awaiting the Student and Parental Guidance on Appeals from JCQ which will include a decision in whether there will be a required payment cost for an appeal but at the moment there isn't. This information will be shared with you as soon as we receive it.

On both the 6<sup>th</sup> and 12<sup>th</sup> May we contacted you to update you on the Teacher Assessed Grades (TAG) process and to inform you of what data teachers will be using to set these grades. Please refer to these previous messages for your reference.

The TAG grades were submitted to the exam boards by the school before the deadline of the 18<sup>th</sup> June following a rigorous process of training, moderation and quality assurance. These grades are now undergoing scrutiny and external quality assurance checks before being approved by the relevant exam boards.

### How will the Appeals process work?

Students can appeal their grade if they meet the eligibility criteria (set out below).

**It is important from the outset to note that an appeal may result in a grade being lowered, staying the same, or going up.** Consequently, any student putting in an appeal which results in a lowered grade will receive this lowered appeal grade just as they would for a higher award.

Each year there will inevitably be students who will be disappointed in the results they receive and so there is a scheduled resit opportunity planned for the Autumn term of 2021. The design, content and assessment of these papers will be the same as in a normal year.

### Grounds for appeal.

There are four main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

- You think the school has made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.
- You think we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the exam board. Set out in the TAGs Policy accessible on the school website.
- You think the **academic judgement on the selection of evidence was unreasonable**: you think the evidence used to grade you was not reasonable.
- You think the school did not make a reasonable **academic judgement** about the grade based on the evidence used. Compelling evidence

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## What does 'unreasonable' mean?

'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade.

Please be aware that subjects will have put greater weighting on some assessments over others in arriving at the TAG award. Due to the flexibility of the approach this year, every school and college will have used different forms of evidence. This also means that any independent reviewer will **not** remark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade on the evidence available

## What will be the outcome of an appeal?

At either stage of the appeals process (see 'What are the two stages of an appeal?' below), a student's grade **may go up, stay the stay, or go down**. When placing an appeal the student will have to sign a declaration saying that they accept the fact their grade may go down and they may get a lower grade than their original TAG.

## Priority and Non Priority Appeals

### Final Appeals Deadline 17<sup>th</sup> September

Fast Track Appeals; These will all be processed in the week beginning 10<sup>th</sup> August.

*\* A priority appeal is only for students applying to higher education who did not attain their firm choice or their insurance (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result. There are no Priority Appeals for GCSE or L2 qualifications*

### Key Dates for priority appeals

10 August to 16 August 2021	Window for students to request a centre review
10 August to 20 August 2021	UHS carries out centre reviews and responds to candidate.
10 August to 23 August 2021	School submits appeals to awarding organisations Students who disagree with school decision (when no error identified) and still believe that their grade is wrong, they can request that the school submits a formal appeal to the exam board on their behalf. Students will complete the Appeal information and submit to the Exams officer to enter this appeal by the deadline.

### Key dates for non-priority appeals

All other appeals not pertaining to University or higher education placements will be managed within this non priority category.

From result day to 3 September 2021	Window for students to request a centre review to the exams office
From 3 <sup>rd</sup> September to 10 September 2021	UHS to conduct centre reviews and respond to students with decision to process or reject the appeal
From 10 <sup>th</sup> September to 16 September 2021	School submits appeals to awarding organisations Students who disagree with school decision (when no error identified) and still believe that their grade is wrong, they can request that the school submits a formal appeal to the exam board on their behalf. Students will complete the Appeal information and submit to the Exams officer to enter this appeal by the deadline.

### What's a priority appeal?

Priority appeals will be handled more quickly than other appeals, where possible before the UCAS's advisory deadline of 8th September.

**Priority appeals are only open to 6<sup>th</sup> form students starting university this autumn, who have missed out on the conditions of their firm or insurance offer.**

If you decide not to confirm a firm/insurance conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal. JCQ cannot offer priority appeals for GCSE students, unfortunately. When making a priority appeal, students will have to include their UCAS number so it can be confirmed that it is a genuine priority appeal.

### What should I do if I don't get into my firm/ insurance choice of university?

Speak to the Sixth Form team about your options. You may wish to go through clearing, or sit the Autumn exams or Summer exams next year to try to improve your grade and reapply to UCAS. If you are going to appeal your grade, you must let your university know you are appealing under priority appeal. They will then let you know whether they will hold a place for you pending the outcome of an appeal (note that universities are not obliged to hold a place for you; this is at their discretion).

### What should I do before appealing?

Students must read the JCQ Student and Parent guide before appealing, which will be available on the JCQ website by results day. The school may not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in normal years, as we have already moderated and quality assured all the grades ourselves.

JCQ Guide;

<https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf>

**There are 3 stages to the Appeal process;**

#### **Stage 1**

All appeals, on any of the grounds above, must first go through a **Centre Review (Stage 1 Centre Review)**

At this stage, the school will check for any administrative errors, and check that our policies and procedures were followed correctly. Our policy has already been approved by the exam boards, so we will confirm that we followed this properly. The outcome of the Centre Review will then be communicated to students. At the Centre Review stage, if we find that a grade should go up or down, we will ask the exam board to change it. They will then consider this request.

Please note that no appeal can be lodged before results day in August (2021) and will be managed within the timeframe set out above.

#### **Stage 2**

Following the outcome of a Centre Review, you will receive a communication confirming the outcome of this appeal, if we didn't identify an error but you still believe your grade to be wrong, students may still choose to pursue an **Stage 2 Appeal** to the awarding bodies; you will need to let the school know that you are requesting this and will be provided with an appeal form to complete and return to the school. The school will then send this second form to the exam board once it has been fully completed. Please note that students and parents cannot send appeals directly to the exam board themselves – it must come through this route. The school will not make any decision or consideration of this appeal but will submit it on completion, directly to Awarding bodies. The outcome of the Awarding Body Appeal will be communicated to students when the school receives it.

### **Stage 3**

The final route of appeal is Ofqual's Exam Procedure Review Service (EPRS). This is a limited and exceptional service. You can apply to EPRS if the exam board rejects the Stage 2 appeal and decides that the grade you were awarded is reasonable, and your school or college correctly followed its procedure, but you are still concerned that there may have been an error in the procedure used by the exam board to conduct the appeal. The EPRS can consider whether the exam board has followed its rules and procedures. It will not consider whether you got the right grade based on the evidence of your work. The exam board's final decision on your grade will stand unless the EPRS finds that the exam board made an error in its review procedure. Even if an error is found, your grade may stay the same. The Examinations officer will supply any contacts necessary on request.

### **How do I make an appeal?**

Following results days, students should fill in the first section of the form

[https://forms.office.com/Pages/ResponsePage.aspx?id=a4caujIW6EKqNzCMltXGg6HdWYphVK1OliwxYQZ\\_Sd1URjMzMDBaUFIGQ05XMDRKU01USkIBMzIxSy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=a4caujIW6EKqNzCMltXGg6HdWYphVK1OliwxYQZ_Sd1URjMzMDBaUFIGQ05XMDRKU01USkIBMzIxSy4u)

This is an MS TEAMS Form and you will receive an outcome as soon as the appeal has been reviewed by the school within the timeframe set out above for Priority and Non Priority Appeals

### **What are the deadlines for priority appeals?**

The suggested deadline for requesting a priority appeal is 16th August.

The school will attempt to complete the Centre Review by 20th August\*. If students wish to progress this to an Awarding Organisation Appeal, they must send the completed form to the school by 23rd August for priority appeals.

*\*At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g. subject teachers, SEND knowledge). This may not be possible in August. In such cases, we may have to wait until the start of term, but priority appeals will still be treated as a priority.*

### **What are the deadlines for non-priority appeals?**

Non-priority appeals are any A levels, GCSEs or vocational qualifications, where a firm or insurance university place is **not** pending. The deadline for submitting a Centre Review is 3rd September; and the deadline for submitting an Awarding Organisation Appeal is 10th September. Appeals received after these dates may still be considered but not after the 16<sup>th</sup> September.

### **You know the students' grades. Why can't you tell us? What if you know we haven't met our university conditional offer?**

We are forbidden from disclosing the Teacher Assessed Grades to any third party, including students and parents, until results day. To do so is a malpractice. Although we have communicated the range of evidence being used, we cannot disclose the final submitted TAG. During the external quality assurance process taking place in June and July, our submitted TAGs may be moved up or down (although this will always be done quality assurance professionals, not by an algorithm).

I trust that the above answers all or most of your questions and we will continue to update you with other information as we receive it.

Yours faithfully,

Mr E Kelly  
Associate Head teacher