



Ark Charter Academy

Summer 2021 Results and Appeals process

Staff managing results and appeals process	
Mr Z Morgan – Assistant Principal (Member of staff coordinating CAG process)	
Miss A Monard – Exams Officer	
Ms F Chapman – Head of Centre	
Date amended	June 2021

Information for Centre

Centre Assessed Grades (Also known as Teacher Assessed Grades)

Charter Academy:

- will not divulge centre assessed grades (CAGs) with candidates or parents/carers before the issue of results
- understands that any inappropriate disclosure of centre assessed grades before the issue of results will be investigated by awarding bodies as potential malpractice

Arrangements for results day

Charter Academy will:

- organise Results Day and inform candidates of the arrangements in place for the collection of/access to their results
- ensure senior members of centre staff are available/accessible to candidates with whom a result/results may be discussed
- prepare information for candidates showing their options if they have concerns about their results
- signpost candidates to relevant Ofqual and/or awarding body information that sets out how their grades were calculated this year and the options available if they believe their result was not properly produced, including access to appeal

Arrangements for appeals

Charter Academy will:

- follow information provided by awarding bodies to determine the grounds on which an appeal can be made on behalf of a candidate, or candidates
- provide candidates with a statement of the arrangements promptly when requested
- conduct a Centre Review if requested by a candidate where it is believed:
 - the centre 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 not following the Centre policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances such as illness.
- submit an appeal to the awarding body on behalf of a candidate or candidates where it is believed:
 - The centre did not apply a procedure correctly, such as not following the Centre policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances such as illness.
 - The awarding body made an administrative error, e.g. the grade was incorrectly changed by the awarding body during the processing of grades.

- The student considers that the centre 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
- ensure the candidate understands that their grade could go down, up or remain the same at any stage in the centre review and/or appeals process
- collect consent from a candidate before any appeal is submitted to the awarding body.

Appeal windows timeline

12th August – 3rd September	Candidate can request Centre Review
12th August – 10th September	Window to conduct Centre Review
13th August – 17th September	Window to submit Appeal to Exam Board
12th August – 31st October	Exam Board will conduct review of appeal and report outcome

Information for Candidates

Results

Final grades will be issued on results day in August as follows:

Date	Qualification type
Thursday 12 th August 2021	GCSE and other Level 1 / 2 qualifications i.e. NCFE

Concerns about your results/appeals

If you believe an error has been made in determining your grade, you will have a right to appeal. There are two stages to the appeals process:

Stage 1: centre review

You can request a centre review if you believe there was:

- An administrative error made by the school, e.g. an incorrect grade was submitted; an incorrect assessment mark was used when determining your grade
- A procedure was not applied correctly, e.g. the Centre Policy was not followed, internal quality assurance was not undertaken, approved access arrangements or mitigating circumstances were not taken into account

Stage 2: appeal to the exam board

If you do not agree with the findings of the centre review, you can request an appeal to the exam board, who will review whether:

- A procedure was not applied correctly, e.g. the Centre Policy was not followed, internal quality assurance was not undertaken, approved access arrangements or mitigating circumstances were not taken into account.
- An unreasonable exercise of academic judgment was made in the choice of evidence from which your grade was determined and/or the determination of your grade from that evidence.
- The exam board made an administrative error, e.g. they changed your grade during the processing of grades.

Please note that an appeal to the exam board can only be submitted if a centre review has been completed and the outcome has been returned.

The appeals process

An appeal should be submitted by:

- Student should submit a **Stage 1: Centre Review form** via email to Mr Morgan, Assistant Principal (z.morgan@charteracademy.org.uk) before the deadline of 15:10 Friday 3rd September 2021. Please note, any requests not sent directly to Mr Morgan may not be considered.

The candidate will be informed of the outcome of the centre review as soon as a decision has been made and in sufficient time to allow for an appeal to the exam board if necessary.

If the centre review concludes that there was an error with the grade:

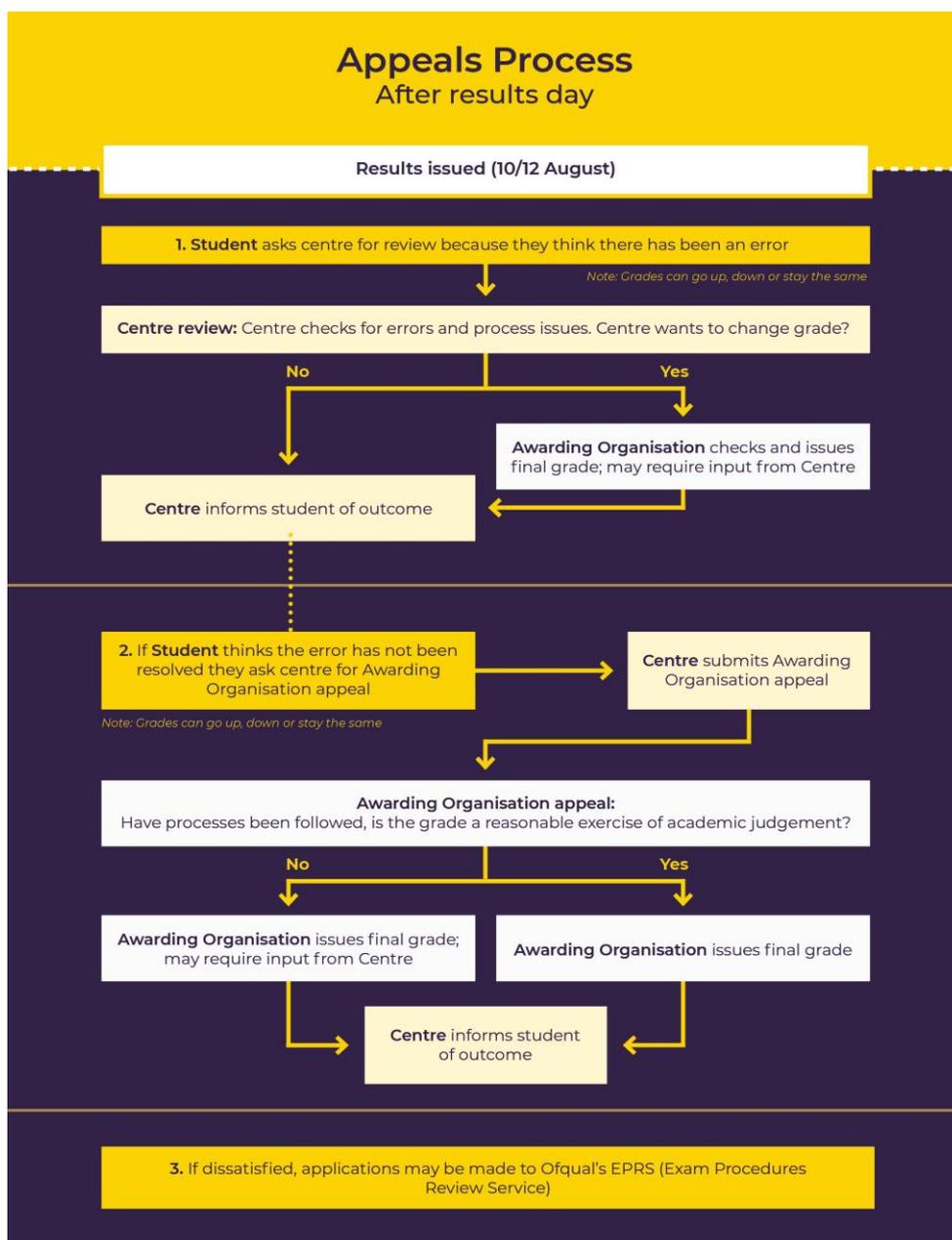
- Ark Charter Academy will submit a request for a grade amendment to the exam board, within the time period set by the awarding body

If the centre review does not find an error with the grade and you still believe there to be, an appeal should be submitted by:

- Student should submit a **Stage 2: Appeal to Exam Board form** via email to Miss Monard (exams officer) (a.monard@charteracademy.org.uk) before the deadline of 15:10 Friday 10th September 2021. Please note, any requests not sent directly to Miss Monard may not be considered.

Ark Charter Academy will submit this appeal to the relevant exam board.

The exam board will conduct their review and report the outcome to Ark Charter Academy, who will in turn inform the candidate.



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 the centre 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.

When do I need to submit my request?

You should submit a request for a centre review by **16 August 2021** for a **priority appeal**, or by **3 September 2021** for **non-priority appeals**.

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. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. 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.

What is a priority appeal?

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. You should inform your intended higher education provider that you have requested a centre review or appeal.

What is your UCAS personal ID and why is it needed?

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.

Stage 1: Centre Review form

Summer 2021 awarding

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- Administrative error by Centre (Ark Charter Academy)
- Procedures not applied correctly

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Candidate name		Candidate number	
Qualification title e.g. AQA GCSE English Language		Teacher Assessed Grade issued	
Priority appeal?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes, provide your UCAS personal ID	

Supporting Evidence – Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade (5,000 characters max.)

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

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 'Important information for students' section of Summer-2021 Results and Appeals. 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 2, Appeal to Exam Board) may only be requested once the centre review (Stage 1) has been requested and concluded.

Candidate signature:

Date of signature:

This form must be signed, dated and returned to Mr Morgan on behalf of the Head of Centre to the timescale indicated in the appeals procedure

Stage 2: Appeal to Exam Board form

Summer 2021 awarding

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- Administrative error by Exam Board
 Procedural issue at the centre
 Unreasonable exercise of academic judgment
- a. Procedural Error
 b. Issues with AAs, reasonable adjustments, or mitigating circumstances
 a. Selection of Evidence
 b. Determination of Teacher Assessed Grade

Candidate name		Candidate number	
Qualification title e.g. AQA GCSE English Language		TAG Grade issued	

Evidence to support an appeal – Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal.

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

1 Administrative error by the exam board – You must provide a clear explanation (5,000 characters max)

2 (a) Procedural Error – This is when you believe the centre made a procedural error that has not been corrected at Stage 1 or the centre did not conduct it's review properly and consistently. Please add a further explanation below or alternatively refer to the information you have provided above (5,000 character max)

2 (b) Issues with access arrangements / reasonable adjustments and/or mitigating circumstances – You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade (5,000 characters max)

3 (a) Selection of evidence You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade (5,000 characters max)

3 (b) Determination of the Teacher Assessed Grade – You can provide a short explanation of the reason for your appeal (5,000 characters max)

Acknowledgement

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section of Summer-2021 Results and Appeals. In submitting this appeal, I am aware that:

- The outcome of the appeal may result in my grade remaining the **same**, being **lowered** or **raised**
- I understand that there is no further opportunity to appeal to the exam board and that the next step would be to contact the regulator.

Candidate signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the internal appeals procedure

Stage 1b: Centre Review outcome – For centre use only

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Centre Review Outcome – Tick the outcome of the review					
Upheld	<input type="checkbox"/>	Not upheld	<input type="checkbox"/>	Partially upheld	<input type="checkbox"/>
Original Teacher Assessed Grade			Revised Teacher Assessed Grade (if applicable)		
<p>Information considered by the centre – Please provide a short explanation of the evidence that you have reviewed.</p>					
<p>Rationale for the outcome of the centre review – Outline the centre’s findings from the centre review e.g. procedural or administrative error and if relevant, details of the error.</p>					
<p>Authorisation and dates of next stages – Complete the boxes as appropriate. Boxes 1 & 2 must be completed in every case. Boxes 3 & 4 need only be completed when requesting a grade change.</p>					
1. Date that the decision and rationale was issued to candidate		2. Date student informed of how to proceed to Stage 2			
3. Confirmation that a senior leader has authorised any grade change		4. Date that grade change is submitted to exam board			

Evidence Checklist for Student Appeals – For centre use only

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Completed checklist to be submitted along with all required evidence when submitting an appeal to the exam board.

Qualification Level:	
Subject:	

	The cohort assessment record (or equivalent centre documentation) including the following:	<i>If this is not contained in the assessment record, please identify the appropriate document that has the information. This will need to be submitted to the Exam Board in the event of an appeal.</i>	<i>Explanatory notes</i>
1	The roles of the two members of staff who checked and confirmed the grades for this subject.		
2	The evidence selected for the cohort and an explanation of how the evidence has been used to support the determination of grades		<i>The explanation should be sufficient to enable the Exam Board to understand the approach to the determination of grades at a cohort level. It should specify, for example, if greater weight has been given to one or more assessments and how coverage of the assessment objectives has been achieved.</i>
3	Details of individual variations in the evidence selected for students within the cohort and a rationale for each variation.		<i>This should detail all cases where the selection of evidence for an individual student varies from that selected for the cohort, including variations required as a result of access arrangements, mitigating circumstances, disruption to teaching and learning, concerns about authenticity.</i>
4	Confirmation of any mitigating circumstances which have been taken into account for individual students, and an explanation of the way in which they have been taken into account.		
5	Confirmation of any access arrangements or reasonable adjustments agreed for individual students, and an explanation of the way in which any failure to provide agreed access arrangements or reasonable adjustments has been taken into account.		
	Additional documentation	<i>Please indicate what documentation is available and its location.</i>	<i>When submitting an appeal to the awarding organisation, you need only upload this documentation for the student who has requested the appeal.</i>
6	Any available correspondence or records of discussions with students or parents about concerns related to the grading process.		<i>Teachers are not expected to document all conversations about student or parental concerns, but records that are available should be submitted to the Awarding Organisation in the event of an appeal.</i>
7	A copy of information shared with the student about the evidence selected, and marks or grades awarded for each item of evidence.		

8	Details of any procedural or administrative errors which have come to light since the original submission of teacher assessed grades, and confirmation of action taken to address these.		
	Student performance evidence	<i>Please indicate what documentation is available and its location</i>	<i>When submitting an appeal to the awarding organisation, you need only upload this documentation for the student who has requested the appeal.</i>
9	All available student evidence which has been used in determining the grade.		
	Centre review documentation	<i>Please indicate what documentation is available and its location.</i>	<i>When submitting an appeal to the awarding organisation, you need only upload this documentation for the student who has requested the appeal.</i>
10	A copy of the student's request for a centre review and a copy of the centre's response.		<i>If any procedural or administrative errors were identified by the centre, the response to the student should make it clear what action has been taken as a result.</i>