

# **Summer 2021 Teacher Assessed Grades and Student Appeals Procedure**

**Only for BTEC qualifications awarded via Teacher Assessed Grades**

## **What is this document for and what will it tell me?**

Following the impact of the Covid 19 pandemic, the UK government has decided that the Summer 2021 examination series will not go ahead as planned. Instead, teachers will determine your grades, based upon a range of evidence verified by the College.

These results will then be reviewed by the exam boards who designed each course, before awarding the final grades which reflect your performance on content you have been taught and allow you to confidently progress to the next stage of your education or into employment.

## **How will you be assessed?**

Many BTEC students will have completed fully assessed units throughout the academic year and these will have been submitted to the board in the usual way.

Where in a minority of cases a Teacher Assessed Grade has been awarded for a unit, teachers will initially determine your grades, which will then be reviewed by the College. The professional judgement of teachers will only be based on what you have been taught and your teachers will use a range of evidence from across the course of study to make their decision.

Teachers will assess you based on:

- Records of your performance on the content you have been taught over the entire course of your studies.
- Non-exam assessment, often referred to as coursework or internal assessments, even if you have not fully completed it.
- Work you have produced in tasks that reflects the specification, format and marking of exam boards. This could include substantial classwork, homework, internal tests or mock exams. Importantly, any internally set tests that teachers undertake with students are not formal exams, nor are they designed to play the role of the Summer 2021 exams. Your teachers do not need to assess you on every aspect of each subject. They will need a range of evidence that shows your performance on the aspects you have been taught. In most cases, the range of evidence that your teachers use to inform your grade will be consistent across your class or cohort for each qualification. However, the College may decide that a different range of evidence may be more appropriate to fairly inform your grade, if, for example, you have missed significantly more teaching than others in your class due to Covid or other approved mitigating circumstances.

Your teacher will make the final judgement about what evidence is to be included - this is not a negotiation. Your teachers will not be able to tell you the final grade they have submitted to the exam board in June.

## **When do I receive my results and what happens next?**

BTEC students will receive their results from w/c 9<sup>th</sup> August 2021

You will be notified nearer the time on when and where you collect your results from College.

## **Appeals**

Although everyone will be working hard to make sure you are issued 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.

**All concerns should first be raised with your Teacher and Head of Department, for review and discussion. At this point, your teacher will share with you the evidence and outcomes used to determine your Grade.**

**An Appeal cannot be made simply because a student considers that an alternative grade should have been awarded. The College will only review an appeal under one of the below criteria.**

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

### **Stage 1: Centre Review**

If you don't think you have been issued with the correct grade, you can appeal to the College. The grounds upon which a student may request a centre review are;

- 1. The centre did not follow its procedure properly and consistently.**
- 2. The centre made an administrative error.**

The centre will review the appeal and provide a response to you via email within a maximum of 7 working days.

Stage 1 Appeal form is included in the appendix attached to this policy. All appeal forms must be sent via email to the exams department at your college, NOT to individual teachers.

### **Stage 2: Appeal to the Exam Board**

After the centre review is complete, if you still don't think you have the correct grade, you can ask the College to appeal to the exam board. You may appeal to the board under one of the following reasons;

- 1. Pearson Error Appeal (Student) – where the student believes Pearson has made an error and has not issued the grade that the centre has requested. The student must provide its reason for believing we have made an error.**

2. **Centre Process Appeal (Student)** - where the student believes the centre has not followed its process for determining the Qualification level Teacher Assessed Grade correctly, or it has made an admin error, or it has not followed the centre review/appeal process properly. This will also include where a student does not believe the centre has made appropriate provision for any reasonable adjustments they were entitled to or applied special considerations appropriately.
3. **Centre Academic Judgement Appeal (Student) – Grade** – where a student believes the centre’s Qualification level Teacher Assessed Grade was unreasonable.
4. **Centre Academic Judgement Appeal (Student) - Range of evidence** – where the student believes the centre has not been fair in its selection of evidence upon which it has based its Qualification level Teacher Assessed Grade determinations.
5. **Centre Process and academic judgement Appeal (Student) – Combined** - where the student believes the centre has not followed its process for determining Qualification level Teacher Assessed Grade correctly and also believes that the centre's Qualification level Teacher Assessed Grade was unreasonable.

Stage 2 Appeal form is included in the appendix attached to this policy. All appeal forms must be sent via email to the exams department at your college, NOT to individual teachers.

The centre will forward your appeal to the awarding organisation for review and provide a response to you via email from the external board.

At both stages of the process you will need to submit your appeal to the College and give them your written consent to conduct the appeal and submit it to the exam board where required. It's important to remember that your grade can go down, up or stay the same through either stage of the process.

If you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also tell the College so they can ask the exam board to prioritise your appeal.

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

**Priority appeals:** for students applying to higher education who did not attain their firm choice (ie offer they accepted as their first choice).

» **10 August to 16 August:** student requests centre review

» **10 August to 20 August:** centre conducts centre review

» **10 August to 23 August:** centre submits appeal to awarding organisation

**Non-priority appeal:**

- » **10 August to 3 September:** student requests centre review
- » **10 August to 10 September:** centre conducts centre review
- » **11 August to 17 September:** centre submits appeal to exam board

Finally, if you believe the exam board has made a procedural error in handling your appeal, you can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.

Link to; [JCQ guide to student appeals](#)

**Please complete the Summer 2021 Student Appeals Form and return to the Exams Department.**

**This can be posted and returned to the Exams Department at the College marked Summer 2021 Student Appeal or emailed to [exams@sandwell.ac.uk](mailto:exams@sandwell.ac.uk) for Sandwell College or Central Saint Michael students or [exams@cadbury.ac.uk](mailto:exams@cadbury.ac.uk) for Cadbury College students.**