

Summer 2021 Teacher Assessed Grades and Student Appeals Procedure

For GCSE, AS and A Level

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?

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?

AS and A Level students will receive their results on Tuesday 10 August 2021.

GCSE students will receive their results on Thursday 12 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 TAG grades/s.

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

Following the initial discussion with your tutor/head of department, If you don't think you have been issued with the correct grade, you can formally appeal to the College. We will review whether:

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

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

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

1. **The College 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. 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 remark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence.

2. **The College did not apply a procedure correctly**, e.g. they did not follow the Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.
3. **The exam board made an administrative error**, e.g. they changed your grade during the processing of grades.

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 as soon as the outcome is known.

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 for Sandwell College or Central Saint Michael students or exams@cadbury.ac.uk for Cadbury College students.