

The Henry Beaufort School appeals process has adhered to the guidance and procedures set out by the Joint Council for Qualifications' (JCQ's) document 'A guide to appeals processes Summer 2021 Series'

The arrangements for awarding grades to students in Summer 2021 have included a robust internal and external quality assurance process to ensure that students are issued with fair and consistent grades that have been objectively reached. All students have been made aware throughout the process of the sources of evidence used to determine the teacher assessed grade awarded in each subject.

However, there may be exceptional situations whereby a student may wish to request a review of their grade to correct a perceived error.

Before making a request for a review, students **MUST** read the "Important Information for Students" and "The Henry Beaufort School Centre Policy 2021" documents, both of which can be found on the school website.

The key steps in the process are outlined below:

Collect results on 12 <sup>th</sup> August 2021 (9.30am – 11.00am) in the Community Lounge. Contact your post 16 provider		
	Explanation	Important Dates
1	Read ' The Henry Beaufort School Centre Policy 2021' and 'Important Information for Student ' document.  These documents can be found on the school website. <a href="https://www.beaufort.hants.sch.uk/2021-teacher-assessed-grades">https://www.beaufort.hants.sch.uk/2021-teacher-assessed-grades</a>	On or before 12 <sup>th</sup> August
2	<p style="text-align: center;"><b>Stage 1 - Centre Review</b></p> Complete the 'form' that has been emailed to the student's school email account on the 12 <sup>th</sup> August 2021.  Complete and submit a form must be completed for each subject grade to be reviewed.	Deadline for students to submit the Centre Review  <b>Friday 27<sup>th</sup> August 2021 12pm.</b>
3	Students will receive the outcome of the Stage 1 Centre Review.	Outcome from the Stage 1 Centre Review will be emailed  <b>Tuesday 31<sup>st</sup> August – 3<sup>rd</sup> September 2021</b>
4	<p style="text-align: center;"><b>Stage 2 - Appeal to the awarding organisation (Exam Board)</b></p> Once you have received the outcome of the Stage 1 Centre review you can proceed, should you feel you have appropriate grounds, to Stage 2; Appeal to the awarding organisation (Exam Board).  You will receive an email to explain the process.	Deadline for students to submit an appeal  <b>10<sup>th</sup> September 2021.</b>

There are 2 stages to the process;

**Stage 1: Centre Review**

A centre review is a review by the school or college.

A student may submit a request for a centre review on the grounds that the Henry Beaufort School has:

- made an **administrative error** in relation to the result
- failed to follow its **procedures** as outlined in the approved school Centre Policy in arriving at that result

Please note, if students request a centre review there are 3 possible outcomes;

- The original grade is **lowered** - final grade will be lower than the original grade received
- The original grade is **confirmed** - there is no change to the grade
- The original grade is **raised** - final grade is higher than the original grade

To complete a Stage 1 Centre Review a student must complete and submit a Microsoft form which will be emailed to the student's school email account on Thursday 12<sup>th</sup> August 2021.

Please note a separate electronic Microsoft Form must be completed for EACH SUBJECT teacher assessed grade that the students wishes to review. This form will only be accepted if the email originates from the student's school email account i.e. directly from the student. Reviews cannot be made by any other route and cannot be submitted by parents on behalf of the student.

The deadline for this review is **Friday 27<sup>th</sup> August 2021** – any review requests submitted after this date will not be accepted.

The outcome will detail:

- a) whether a procedural failure or administrative error was identified by the review
- b) if an error was identified, what the error was
- c) the reason for the finding
- d) whether the error has resulted in a grade change and, if so, what the new grade is
- e) a reason for the grade change, or lack of change
- f) information on the next steps if a student believes they have grounds to submit a stage 2 appeal to the awarding organisation

Students will be informed via email no earlier than **31<sup>st</sup> August 2021** and no later than **3pm on the 3<sup>rd</sup> September 2021** of the outcome of the Centre Review.

### Stage 2: Appeal to the awarding organisation (Exam Board)

If after a Centre Review a student is not satisfied with the outcome and believes they have grounds for further appeal they can request a Stage 2 appeal. The process is referred to as an appeal to the awarding organisation (submitted by The Henry Beaufort School on the student's behalf).

Appeals to the awarding organisation can only be submitted by the Henry Beaufort School on the student's behalf and the exam boards will not accept appeals by any other route.

An appeal can be submitted if the student considers that;

- the centre did not properly follow its **procedure** as set out in the school's JCQ approved centre policy in arriving at the result, or during the centre review
- the awarding organisation has made an **administrative error**
- The student considers that the grade awarded was an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of that grade from the evidence.

This stage can only take place once the student has received the outcome of the centre review (Stage 1) which must have been submitted within the window for Stage 1 appeals.

When we inform the student of the outcome to a Stage 1 Centre Review we will provide the student with details of how to proceed to Stage 2.

If applicable a further Microsoft form to initiate Stage 2 will be sent to the student's email account - again please note a form must be completed for EACH SUBJECT teacher assessed grade that the students wishes to appeal. The number of requests does not have to be the same number as the number of stage 1 reviews but to complete a stage 2 appeal the first stage outcome must have been reached. This form will only be accepted if the email originates from the student's school email account i.e. directly from the student.

The deadline to submit the Stage 2 appeal request to school via the Microsoft form is **Friday 10<sup>th</sup> September 2021**.

We will inform students of the outcome from the awarding organisation as soon as it is received by the school.

Please note, if students request a Stage 2 appeal there are 3 possible outcomes;

- The original grade is **lowered** - final grade will be lower than the original grade received
- The original grade is **confirmed** - there is no change to the grade
- The original grade is **raised** - final grade is higher than the original grade