

Appeals Guidance – Summer 2021

The Appeals process for Summer 2021 has changed this year as all grades awarded to students are Teacher Assessed Grades and therefore normal processes of challenging marking and grading do not apply. There are significant differences to this year's Appeals process compared to last year and these include;

- An Appeal can result in grades being **lowered, confirmed** or **raised**.
- Only 1 Appeal is allowed per subject.
- There are Priority and Non- Priority Appeals.

Specific details of these areas are outlined below, as well as other important information and deadlines for Appeal submissions for students at Samuel Whitbread Academy.

There are 2 stages of the Appeals process available to students:

- Stage 1 – Centre Review
- Stage 2 – Awarding Organisation Appeal

What may happen to your grade during the Stage 1 Centre Review and Stage 2 Awarding Organisation Appeal process.

If you request a Stage 1 Centre Review or a Stage 2 Awarding Organisation Appeal there are three possible outcomes;

- The original grade is **lowered**, so the final grade will be lower than the original grade received on results day.
- The original grade is **confirmed**, so there is no change to the grade.
- The original grade is **raised**, so the final grade will be higher than the original grade received on results day.

Once a finding has been made you cannot withdraw your request for a Centre Review or Awarding Organisation 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 Stage 1 Centre Review?

You can ask the centre to check whether it made a **procedural** or **administrative error**, or both. A procedural error means a failure to follow the process set out in the centre policy. This policy is available on our school website under the Learning Tab in the Teacher Assessed Grades 2021 section. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

A Stage 1 Centre Review can be requested by completing the google form that will be sent to your student email address on results day. We can only accept reviews on the Google form which has to be completed from your school email account. Please be aware that under GDPR legislation an appeal can only be submitted by the data subject i.e. the student themselves.

You must request a Stage 1 Centre Review before you can request a Stage 2 Awarding Organisation appeal. This assures the awarding organisation that your grade you were awarded is as the centre intended.

What will be checked during a Stage 2 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.

A Stage 2 Awarding Organisation Appeal can be submitted only upon completion of a Stage 1 Centre Review. The link to the Google form to request a Stage 2 Awarding Organisation Appeal will be sent to you when you are notified of the outcome of the Stage 1 Centre Review.

When do I need to submit my request?

Requests for a Stage 1 Centre Reviews should be submitted by:

- 10am on **Friday 13th August** for a **Priority Stage 1** Centre Review - click here for link to form <https://forms.gle/FcFK4FjxPxn1KCJa8>
- 12pm on **Friday 27th August** for a **Non-priority Stage 1** Centre Review – click here for link to form <https://forms.gle/Tc9pyYutu6Ls3xfz8>

What is a Priority Stage 1 Centre Review?

A Priority Stage 1 Centre Review is only for students **applying to higher education who did not attain their firm 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 Priority Stage 1 Centre Review.

To be able to request a Priority Stage 1 Centre Review, you will need to have your UCAS personal ID which is the 10-digit code included in all correspondence from UCAS as this is required on the Priority Stage 1 Centre Review Google form. This is needed to confirm that a place is dependent on the outcome of the appeal.

Upon completion of a Stage 1 Centre Review you will be informed of the outcome to your student email address. The email will include a link to a google form for you to complete, should you wish to submit a Stage 2 Awarding Organisation Appeal.

Requests for a Stage 2 Awarding Organisation Appeal should be submitted by:

- 12pm on **Wednesday 18th August** for **Priority Stage 2** Awarding Organisation Appeal
- 12pm on **Wednesday 8th September** for **Non-priority Stage 2** Awarding Organisation Appeal

Non-priority Stage 2 Awarding Organisation Appeals will not be processed before Tuesday 31st August.

Awarding organisations will aim to complete Stage 2 Awarding Organisation Appeals within 42 calendar days upon receipt of the appeal. Please note, that appeals to awarding organisations are not permitted directly from students or parents; they will only be accepted via the centre.

For any enquiries regarding appeals or the appeals process, you must email SWA-ExamAppeals@bestacademies.org.uk Please do not try to contact subject teachers or heads of department as we cannot guarantee that your enquiry will be dealt with until school returns in September and you may miss a deadline. All information and FAQs on Appeals is available on our website in the Learners tab, under the Teacher Assessed Grades 2021 section.