

August 2021

Dear Students, Parents and Carers,

Examination Results Appeals Process 2021

Please find links to JCQ guidance for students and parents, as previously provided:

- OFQUAL Student guide to awarding in summer 2021
[Student guide to awarding: summer 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/94421/student-guide-to-awarding-summer-2021.pdf)
- JCQ Guidance for Students and Parents on Summer 2021
[JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf](https://www.jcq.org.uk/media/2021/06/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf)

Schools have worked tirelessly to ensure the awarding of GCSE, AS and A Level grades is both thorough and robust. Teachers have ensured that the evidence they have used is the most supportive in making a professional and holistic judgement. We have already shared our approved Centre Policy on the school website (policies section). School has also processed any requests for additional COVID-19 related impact and/or special consideration. Where students met the threshold, we factored this into our considerations to make an informed decision when the range of evidence suggested that a student was on the borderline between two grades or where an aspect of a student's portfolio needed to be discounted as it did not represent their typical work.

Nevertheless, JCQ and OFQUAL have put in place an appeals process for students. 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 which are outlined below.

Be aware that in making an appeal your grade can go down, up or stay the same through either stage of the process. In addition, all appeals must be made and completed by the student. By signing the appeals forms you are consenting to your grade being raised, being lowered or staying the same.
In addition, please note that school will not enter into discussions around grading whilst processing appeals.

Stage 1 – Centre Review

If you do not think you have been issued with the correct grade, you can appeal to school. In making an appeal you will need to complete a Stage 1 appeal form. On this form you will need to specify how school either failed to follow our procedures properly and consistently and why this failure was important in determining the grade; and/or an administrative error school has made and what difference it made to the determination of the grade. Appeals forms will be available from school during the appeals window – see dates and times below. Stage 1 appeals forms must be handed into school in person and they must be signed by the student appealing the result. Please do not post your appeal form as the school office will not be staffed during the summer and we cannot guarantee that it will be received and processed.

We will need precise details on the appeals form in order to review whether we:

- Made an administrative error, e.g. we submitted an incorrect grade; used an incorrect assessment mark when determining your grade.



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
Tel: 0114 267 1414 Email: enquiries@taptontrust.org.uk Web: www.taptontrust.org.uk

Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

- Did not apply a procedure correctly, e.g. we did not follow our Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness which did meet the threshold.

Please be aware that you can withdraw your request to appeal before the investigation by school is closed, however, you cannot withdraw it once we have investigated. The result of your Stage 1 appeal will be emailed to your student email address.

Stage 2 – Appeal to the Exam Board

If following the result of the school review, you still believe you do not have the correct grade, you can ask school to appeal to the exam board. In making an appeal you will need to complete a Stage 2 appeal form. This form will be emailed to your student email account with the results of the Stage 1 appeal. On this form you will need to specify the precise reasons behind your decision to appeal.

On your Stage 2 appeals form you will need to detail how school did not follow its procedure properly or consistently in arriving at the result, or during the school review, and/or how the awarding organisation made an administrative error in relation to the result and/or how school made 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. The exam board will need this information in order to review whether:

- School 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. Please be aware that requests for appeals on the grounds of academic judgement will only be considered by awarding organisations (at Stage Two) and not by school.
- School did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.
- The exam board made an administrative error, e.g. they changed your grade during the processing of grades.

Please be aware you can withdraw your request to appeal before the investigation by the exam board is closed, however, you cannot withdraw it once a finding has been made. Please also note where a student submits an appeal on more than one ground (e.g. the awarding organisation is asked to review both procedures and the exercise of academic judgement), the appeal process is likely to take longer. This could be an important consideration for students who urgently need the outcome of their appeal.

Key Dates and Priority Appeals

JCQ and Ofqual have clearly stated that priority appeals are exclusively for students who have not attained their firm university/college/sixth form place. A Level students completing priority appeals will need to use their UCAS personal ID on their appeal forms and they will need to let their university place know that they are awaiting the outcome of an appeal. GCSE students completing priority appeals will need to let their college place know that they are awaiting the outcome of an appeal. **All other appeals will be dealt with as non-priority. Important appeals deadlines:**

Stage 1 – University/college/sixth form application priority appeals

Deadline Friday 13th August 2021. This means you must complete your Stage 1 request by Friday 13th August 2021 at 12pm.

Stage 1 – Non-priority appeals

Deadline 3rd September 2021. This means you must complete your Stage 1 request by Friday 3rd September 2021 by 12pm.

Stage 2 – University/college/sixth form application priority appeals

Deadline Wednesday 18th August 2021. This means you must complete your Stage 2 request by Wednesday 18th August 2021 12pm.



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Stage 2 – Non-priority appeals

Deadline 17th September 2021. This means you must complete your Stage 2 request by Friday 17th September 2021 by 12pm.

Please be aware that no appeals will be processed between Friday 20th August and Friday 3rd September.

Students must come into school in person to hand in their forms and will be given receipts as an acknowledgment that the process is underway. If you have any questions about coming into school please contact exams@forgevalley.sheffield.sch.uk.

In order to ensure we can process all appeals promptly we will work to the following timeline. During the summer holiday school will be open to process appeals forms at the following times:

- Tuesday 10th August to Thursday 12th August 8am-2pm.
- Friday 13th August, 10am-12pm.
All Stage 1 priority appeals need to be with school by Friday 13th August at 12pm.

If you want to make an appeal between Monday 16th August and Friday 20th August, please email exams@forgevalley.sheffield.sch.uk and we will get back in touch with you to arrange a time for you come into school.

Autumn Series

Students who wish to re-sit their examinations will have the opportunity to do so in the autumn. AS and A-level exams will be held in October, GCSE exams will take place in November and December. Students will be eligible to enter for this series if they have received a grade this summer. We hope to have more information from Ofqual about this series of exams, however, please note the entry deadlines are as follows:

AS and A Level: Monday 6th September
GCSE: Wednesday 29th September

If you have any questions please direct them to exams@forgevalley.sheffield.sch.uk. This email inbox will be checked during the appeals window as detailed above.

Yours faithfully,



Mrs D Cook
Assistant Headteacher | Head of Sixth Form



Mr J Watson
Assistant Headteacher |



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