



## **Appeals against Teacher Assessed Grade: Summer 2021 – School Procedure**

Any student who considers that there has been a procedural error, an administrative error or that their grade reflects an unreasonable exercise of academic judgement (either because of the way that the grade has been determined and/or the selection of the evidence), may submit a request for an awarding organisation appeal after they have received the outcome of their centre review and after the publication of results.

**Application forms for each appeal stage are available from the Exam Office, room EG14 or via email [exams@hampsteadschool.org.uk](mailto:exams@hampsteadschool.org.uk)**

### **Stage I Appeal**

If the student thinks their grade is wrong, they should first ask Hampstead School to check whether they have made a mistake in submitting the grade. If a mistake is identified the school can submit a revised grade to the exam board to consider.

**Grounds** – Hampstead School must submit an appeal to the awarding organisation if the student considers that:

1. there has been an administrative error (wrong grade recorded/submitted)
2. there has been a procedural error/s (e.g. access arrangement/reasonable adjustment not taken into account)

### **School/Exams Office Procedure**

The Exam Office will make available to the student a link to the Centre Policy and provide the rational and list of sources that were used to determine their TAG.

The Exam Office will receive the JCQ application form from the student who will provide grounds concerning what they think has gone wrong and how it has impacted their grade, signing the consent.

The Exam Office will identify whether the appeal request is an administrative error (e.g. the wrong grade/mark was recorded against an item of evidence) or a procedural error (e.g. if an access arrangement/reasonable adjustment has not been applied).

The Exam Office will have access to the centralised list of TAGs and the online TAGs and will conduct this check

### ***Has a mistake been made?***

If yes, then the Exam Office will email a member of the School's Senior Leadership team with an explanation of how the mistake was made and request the authorisation of the grade change.

The Exam Office will contact the awarding body and request the grade change with a full explanation of the reasons why and upload all supporting evidence.

The Exam Office will await the official outcome from the awarding body and inform the student in writing and with a new statement of results if there has been a grade change.

If no mistake has been made and no grade change is required then the Exam Office will write to the student explaining the outcome and provide information about Stage II appeals.

**Stage II Appeal** – may only be done AFTER a Stage I Appeal

**Grounds** – Hampstead School must submit an appeal to the awarding body if the student considers that:

1. Hampstead School did not follow its procedure properly or consistently in arriving at the result, or during the centre review
2. The awarding organisation made an administrative error in relation to the result
3. Hampstead 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 information the awarding organisation will require from the student in their application:**

- what the student considered the centre failed to do, why that was a failure to follow the centre's procedures, and why that failure was important to the determination of the Teacher Assessed Grade
- in what way the student considered the awarding body made an administrative error, and what difference it made to the determination of the Teacher Assessed Grade
- in what way the student considered there was an unreasonable exercise of academic judgement:
  - i. in the selection of evidence used to determine the Teacher Assessed Grade
  - ii. in the determination of a Teacher Assessed Grade from the selected evidence.

**What happens at the Awarding Body when they receive the application**

They will employ an independent reviewer who will;

- i) expect to see that the teacher has had due regard for the Ofqual & JCQ guidance & subject specific grading support materials provided by the awarding body
- ii) review Hampstead School's Centre Policy to gain an understanding of their overall approach
- iii) consider the explanations provided by the teacher on the assessment record (or equivalent centre document) for the selection of evidence at a cohort level and any variation in evidence selected for individual students

iv) consider the student's grounds of appeal in order to understand why they believe the selection of evidence was unreasonable in their case

v) consider whether the teacher's academic judgement has been exercised in a way that is contrary to the guidance and grading descriptors and exemplification issued by the awarding body for the specification in question.

*A grade will only be considered unreasonable if the reviewer considers that the student's performance evidence is clearly and unequivocally indicative of a higher or lower grade.*

### **School/Exams Office Procedure**

1. The Exam Office will receive the JCQ application form from the student who will provide grounds per grievance on the form explaining what they think has gone wrong and how it has impacted their grade and signing the consent. The applicant will have received a link to Hampstead School's Centre Policy 2021.

2. The Exam Office will provide the student with a list of sources of evidence and the rationale.

3. The Exam Office will gather all of the candidate's 'TAG' evidence including the cohort assessment record, rationale and upload the evidence and application form to the awarding **body indicating whether an application is PRIORITY.**

4. The Exam Office will provide the awarding body with any further information they may need.

5. The Exam Office will await the outcome from the awarding body and inform the student in writing and issue a new statement of results if there has been a grade change. The letter will include information about the Exams Procedures Review Service (EPRS) which questions the awarding body's procedure and goes to Ofqual.