

# Procedure for Appeals against Teacher Assessed Grades Summer 2021

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## **1. Purpose**

The purpose of this procedure is to provide guidance and processes for learners who want to challenge the teacher assessed grade that they have received in August 2021.

## **2. Scope**

This procedure applies to all qualifications delivered by the College for which Teacher Assessed Grades have been used to allocate unit or final grades.

## **3. Responsibility**

This policy applies to learners, tutors, curriculum managers and the examinations team.

## **4. Teacher Assessed Grades**

Warrington & Vale Royal College has determined grades in accordance with awarding body, Ofqual and JCQ guidance and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer Student guide to awarding: summer 2021 which tells you how you will get your qualifications in summer 2021 and where you can get more information.

## **5. Concerns About Your Results**

When you receive your results, if you think that a grade is wrong, your first step should be to speak to your tutor or the curriculum manager for the appropriate area for advice.

Further details of the arrangements for appeals are provided below

## **6. The arrangement for appeals**

Section 5.4 of JCQ Appeals Guidance Summer 2021 (A guide to appeals processes – Summer 2021) states:

To decide whether to request a review, students will need access to certain information before results day, or on results day, if it has not already been made available to them. This must include:

- the centre policy
- the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
- details of any variations in evidence used based on disruption to what that student was taught
- details of any special circumstances that have been considered in determining their grade, e.g. access arrangements/reasonable adjustments or mitigating circumstances such as illness

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There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation

Warrington & Vale Royal College will support its learners through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

### **6.1 Stage 1 – Centre Review**

- If a learner does not consider they have been issued with the correct grade, they can submit a request to the examinations department to check if an administrative or procedural error has occurred.
- If an administrative or procedural error is found, the exams department will submit a request to the awarding organisation to correct the error and amend the grade without the need to submit an appeal to the awarding organisation.
- The exams department will email the learner, a copy of the interactive JCQ Student Request Form for Centre Reviews and Appeals (saved in the learner's name and candidate number) as an attachment.
- On receipt, the learner should read and fully complete section A. Student request of the Stage one – centre review form including signature and date. The form should be saved and returned as an email attachment to [exams@wvr.ac.uk](mailto:exams@wvr.ac.uk)
- The outcome of the centre review may result in the learner's grade remaining the same, being lowered or raised.
- On completion of the review the exams department will complete section B. Centre review outcome of the form and share with the learner as a record of the outcome, in sufficient time prior to the relevant appeal to awarding organisation deadline.
- If an administrative or procedural error is found, the exams department will submit a request to the awarding organisation to correct the error and amend the grade without the need to submit an appeal to the awarding organisation.

### **6.2 Stage 2 – Appeal to the awarding organisation**

- An appeal to the awarding organisation will only be submitted if the first stage, centre review, has been completed and the outcome of the first stage has been issued to the learner.
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the learner wants to improve their grade they may want to consider entering for the autumn exam series

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- If the learner believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the learner considers that the grade awarded was an unreasonable exercise of academic judgement, the learner can submit a request to the exams department to proceed with an appeal to the awarding organisation on their behalf.
- To proceed, the learner must complete the Stage two – appeal to awarding organisation section of the form, including electronic signature and date. The form should be saved and returned as an email attachment to [exams@wvr.ac.uk](mailto:exams@wvr.ac.uk)
- The exams department will then submit the appeal on the learner's behalf according to the requirements of the awarding organisation to which it is being submitted
- The awarding organisation will determine the grade at appeal and the outcome will be final
- The outcome of the appeal may result in the grade remaining the same, being lowered or raised
- There is no further opportunity to appeal the outcome to the awarding organisation
- The awarding organisation's appeal outcome letter will be provided by email to the learner by the exams department, as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.
- Should the learner still remain concerned their grade was incorrect, they may be able to apply for a procedural review
- The appeal outcome letter will include the next appropriate steps, where applicable, to apply for a procedural review to the Exam Procedures Review Service (EPRS)

Note - Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered, you will not be able to revert back to the original grade you received on results day. For more information please refer to the Department for Education's blog <https://dfemedia.blog.gov.uk/2021/06/09/exam-appeals-what-can-i-do-if-i-think-my-grade-is-wrong-how-do-i-appeal-what-will-happen-if-i-appeal-your-questions-answered/>

### **7. Deadlines to submit a request**

#### Priority appeal (for UCAS applicants)

A priority appeal is only for students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice). You should inform your intended higher education provider that you have requested a centre review or appeal. You will need to provide in the request form(s) your UCAS personal ID code which is included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal. Priority appeals that

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aren't submitted to the awarding organisation by 23 August 2021 will still be treated as a priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

- 16 August 2021 – deadline for a learner to request a Stage 1 - centre review
- 23 August 2021 – deadline for a learner to request a Stage 2 – appeal to awarding organization

### Non-priority appeal

- 3 September 2021 - deadline for a learner to request a Stage 1 - centre review
- 17 September 2021– deadline for a learner to request a Stage 2 – appeal to awarding organisation