



Summer 2021 GCSE Appeals Process



Approved by	SLT	Date Approved	June 2021
Review cycle	Annual	Date of next review	June 2022

JCQ Types of Appeal

Two stages of appeal are available – the outcome of both may be that the grade **remains the same, goes up or goes down**.

1. **Centre Review** – you can request this if you feel an administrative or procedural error has been made by the school when determining your Teacher Assessed Grade (TAG) and the separate GCSE English Language spoken language endorsement or GCSE Modern Foreign Languages speaking endorsement. If a mistake is found, we will submit a revised grade to the awarding organisation to consider. A centre review must be completed, and the outcome reported to you before you can move on to stage 2 below.
2. **Awarding Organisation Appeal** – if, after a centre review has been carried out, you still feel that your grade or endorsement is wrong, you can ask the school to submit a formal appeal to the awarding body. The awarding body will check:
 - a. whether the grade reflects an unreasonable exercise of academic judgement (see note 1 below);
 - b. and/or whether the school followed its procedures properly and consistently in arriving at the result of in conducting its centre review;
 - c. and/or whether the awarding organisation made an administrative error.

Note 1 - JCQ confirm that:

A reasonable judgement is one that is supported by evidence. An exercise of judgement will not be unreasonable simply because a student considers that an alternative grade should have been awarded, even if the student puts forward supporting evidence. There may be a difference of opinion without there being an unreasonable exercise of judgement. The reviewer will not re-mark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence.

Esher Church of England High School Timelines for appeals

12 August (8:30am)	Publication of GCSE results
12 – 19 August	Window for student to request a centre review
12 – 28 August	Window for student appeals, after outcome of centre review has been issued.

Awarding organisations will aim to complete stage two of the appeals process (the awarding organisation appeal) within 42 days of the receipt of the application.

Applying for an appeal

To apply for a centre review (or subsequently an awarding organisation appeal) please complete the online forms that will be available on the school website when results are issued.

For a centre review please complete the form *Stage 1: Student Request Form for a Centre Review*. Once the centre review has been completed by us the outcome will be shared with you.

If you then decide to request an awarding organisation appeal, you should complete the form *Stage 2: Student Request for and Appeal to the Awarding Organisation*.

To help you decide whether to appeal (because there is always a risk that your grade could go down as well as up) you should review the centre policy on awarding TAGs located [here](#). You are also entitled to ask for access to the following information which went towards **the holistic** decision on which your TAG was based:

- the sources of evidence used to help to determine your grade, including the marks/grades associated with them
- details of any variations in evidence
- details of any special circumstances that have been considered in determining your grade.

If you would like to have any of this information before deciding to appeal, please email the Examinations Officer, Mrs Andersen-Waters, at randersenwaters@esherhigh.surrey.sch.uk.

Outcome of appeals

Once a centre review has been completed, we will email you with the outcome of the review. If the outcome of the centre review is that your grade needs to change then we will first submit an error correction request to the awarding body who will consider the outcome and reasons and make the final decision about changing the grade.

Once you have received the outcome of the centre review, if you decide to submit an appeal to the awarding organisation then you should complete the form *Stage 2: Student Request for and Appeal to the Awarding Organisation* and we will submit the appeal to the awarding body on your behalf. Awarding organisations will not accept appeals directly from students or parents.

After an awarding organisation appeal has been carried out, the case will either be rejected (disallowed) or upheld (allowed) in whole or in part. The fact that an appeal has been upheld will not necessarily result in a grade change. The awarding organisation will report the outcome of the appeal, with its reasons, to the school and will make any necessary change to the grade. When the outcome is received from the awarding organisation you will be notified by email.

Where the result of any appeal results in a grade change, we will send a revised results statement to you by registered mail.

