

## Reading School TAG appeal Process 2021

In our TAG Policy Reading School explained:

*“The School does not expect there will be a significant need for appeals in the summer bearing in mind in the following:*

- *the rigorous standardisation process within departments,*
- *internal moderation will have been undertaken by each department during marking,*
- *pre-publication of assessment areas for the summer demonstrates a degree of generosity,*
- *this publication, and forthcoming assessment criteria make our approach transparent,*
- *the calculation of confidence intervals gives the school assurance that grades are justified before they are submitted,*
- *the quality assurance steps that safeguard the process from error.*

*Nevertheless, as in any other year every student can ask their centre to check for errors and we have informed all students that:*

- *A centre can then submit an appeal to the exam board on their behalf.*
- *The exam board can confirm whether the grade is reasonable based on the evidence. If not, they will determine the alternative grade.*
- *An exam board will only revise a student’s grade where the evidence cannot reasonably support that grade.*

*We have made all students aware that grades can go up or down as the result of an appeal.*

*All staff involved have been made aware of the arrangements for, and the requirements of, appeals in Summer 2021, as set out in the JCQ Guidance. We will ensure:*

- *Internal arrangements will be in place for the swift and effective handling of Centre Reviews in compliance with the requirements.*
- *Learners have been appropriately guided as to the necessary stages of appeal.*
- *Arrangements will be in place for the timely submission of appeals to awarding organisations, including any priority appeals.*
- *Arrangements will be in place to obtain the written consent of students for the initiation of appeals, and to record their awareness that grades may go down as well as up on appeal.*
- *Appropriate information on the appeals process will be provided to parents/carers.”*

The following details explain the appeals process in detail as well as offering key dates about which all students should be clear.

**1. What may happen to your grade during the centre review and appeals process?**

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

Your original grade is lowered, so your final grade will be lower than the original grade you received.

Your original grade is confirmed, so there is no change to your grade.

Your original grade is raised, so your final grade will be higher than the original grade you received.

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.

**2. What will be checked during a centre review?**

You can ask the centre to check whether it made:

a procedural error,

an administrative error,

or both.

A procedural error means a failure to follow the process set out in the School's policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

**3. What will be checked during an 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.

**4. When do I need to submit my request?**

You must submit a request for a centre review by 16 August 2021 for a priority appeal.

You must submit a request for a non-priority centre review by 3 September 2021.

Once you receive the outcome of your centre review, you must request a priority awarding organisation appeal by 23 August 2021.

A non-priority awarding organisation appeal must be submitted by 17 September 2021.

## **5. What is a priority appeal?**

A priority appeal is only for students applying to higher education who did not attain their first choice and wish to appeal an A level result. You should inform your intended higher education provider that you have requested a centre review or appeal. Your UCAS personal ID is needed to confirm that your place is dependent on the outcome of the appeal.

## **6. How do I apply for a Centre Review or an awarding organisation appeal?**

Complete the official JCQ form which is attached to the email and send it to [cevans@reading-school.co.uk](mailto:cevans@reading-school.co.uk). You must use the subject line *Centre Review* or *Awarding Organisation Appeal* in your email.

## **7. How do I get my folders, files or notes back after results day?**

All notes, folders and files will be retained for scrutiny for priority appeal purposes until 09:00 on Tuesday 17<sup>th</sup> August. Students who wish to collect their files, folders or notes are welcome to do so between 09:00 on Tuesday 17<sup>th</sup> August and 12:00 on Thursday 19<sup>th</sup> August. Folders, files or notes not collected by this point will be recycled.

Year 13 students can also collect their files, folders or notes on Tuesday August 10<sup>th</sup> between 09:30 and 15:00 if they complete the following [form](#) confirming that they do not wish to appeal.

Year 11 students can also collect their files, folders or notes on Thursday August 12<sup>th</sup> between 09:30 and 15:00 if they complete the following [form](#) confirming that they do not wish to appeal.

The files, folders and notes of students who apply for centre review or for awarding body appeal will be retained until both processes are complete.

**On Results Day if you are not happy with your grade you must meet with Dr Evans to discuss the rationale and justification for the grade**

I am still not happy with my grade

### APPLY FOR CENTRE REVIEW

Your grade will be checked for any administrative or procedural errors:

- an error in the way the teacher assessed grade (TAG) was calculated or submitted
- the centre did not follow its procedure properly and consistently
- a reasonable adjustment / access arrangement was not provided
- the exam board made a mistake when assigning or communicating a grade

No errors are identified

I am still not happy with my grade

Grade revised and resubmitted to exam board with rationale

Errors have been identified

Two possible outcomes

**Grade change**  
*grades can go up or come down*

If the appeal is unsuccessful  
**No change**

I am still not happy with my grade

Two choices

Sit exam in Autumn 2021

Make an appeal to awarding body

### APPLY FOR AN AWARDING ORGANISATION APPEAL

Pupil requests school to submit an appeal to awarding body. Evidence must be submitted.

Two possible outcomes after the exam board has investigated centre procedures and whether there was an unreasonable exercise of academic judgement made

**Grade change**  
*grades can go up or come down*

**No change - option available to apply for procedural review with EPRS or sit exam Autumn 2021**

Notes: