



July 2021

Dear Parent/ Carer,

Headteacher: Edward Gaynor

## Re: Teacher Assessed Grades (TAG) and Appeals

We hope you are well. We wanted to update you on the process of awarding grades and appeals. As you know, this year we had to use Teacher assessed grades (TAG) to form the basis of your child's final grades. You will already be aware of the guidance set by JCQ, and our approach summarised in our [Centre Policy](#) which specifies the process. This policy was submitted to the JCQ and it has been approved as part of the quality assurance process. For further information, you can also read the [Ofqual student guide](#) written specifically for students to help them understand the process.

The process of gathering evidence has required subject leaders to select appropriate sources of evidence and assessment to generate grades using descriptors provided by exam boards, and to include training and checks for unconscious bias. For your information, a summary of the evidence used for most students in each subject can be found by clicking on the links below:

[Year 11 and Year 10 student who sat the MFL exams this summer](#)

[Year 13](#)

The JCQ guidance is clear that teachers make the final judgement about what evidence is to be included, and that teachers will not be able to tell parents/students the grade they have submitted to the exam board in advance of results day. We have also ensured that access arrangements have been applied throughout the process of gathering further evidence over the last half term, to ensure that reasonable adjustments have been made. Illness or other personal circumstances that might have affected performance in assessments used in determining a student's grade, have been highlighted to us by yourself. This has been taken into account when making final grade judgements, in line with JCQ guidance.

We have written our [examinations appeals policy](#) and the following frequently asked questions section will help you with this process during the summer. Further information on the arrangements for Results day will follow in a separate letter.

If there are any questions, please feel free to contact us.

Yours sincerely,

Mr M Siu  
Assistant Headteacher  
Data and Assessment



# The Astley Cooper School

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## Appeals FAQ

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### How were my child's grades determined this year?

Grades this summer were based on Teacher Assessed Grades (TAGs). TAGs were submitted to the exam boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance.

These grades were then approved by the relevant exam board, following external quality assurance checks.

In some cases, the TAGs we submitted may have been reviewed by the exam board, who may have asked us to submit an alternative grade. However, any changes to the grades we submitted were done by professional teachers or reviewers; this year no grades have been changed as a result of an algorithm.

### What do I do if I'm not happy with my child's grade?

All students have the opportunity to appeal their grade if they meet the eligibility criteria (see below). It is important to note that an appeal may result in a grade being lowered, staying the same, or going up. So if a student puts in an appeal and their grade is lowered, they will receive the lower mark.

There is also the option to re-sit some GCSEs, A levels and some AS levels in the autumn, which may be preferable to some students. The design, content and assessment of these papers will be the same as in a normal year.

### What are the grounds for appeal?

- You think we have made an administrative error: an example of this would be putting the wrong information into a spreadsheet.
- You think we have made a procedural error: this means we have not followed our own process, as approved by the exam board. An example of this would be where you've been told you should have received extra time for assessments but this wasn't given in a certain subject.
- You think the academic judgement on the selection of evidence was unreasonable: you think the evidence used to grade you was not reasonable.
- You think the academic judgement on the grade you were given was unreasonable.



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## **What does 'unreasonable' mean?**

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'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade.

This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence.

It also means that the independent reviewers will not remark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.

## **What will be the outcome of an appeal?**

At either stage of the appeals process (see 'What are the two stages of an appeal?' below), a student's grade may go up, stay the same, or go down. When placing an appeal the student will have to sign a declaration saying that they accept the fact their grade may go down and they may get a lower grade than their original TAG.

## **What's a priority appeal?**

Priority appeals will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of 8 September.

Priority appeals are only open to A level students starting university this autumn, who have missed out on the conditions of their firm or insurance offer.

If you decide not to confirm a firm conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal.

JCQ cannot offer priority appeals for GCSE students, unfortunately.

When making a priority appeal, students will have to include their UCAS number so it can be confirmed that it is a genuine priority appeal.

## **What should I do if I don't get into my first choice of university?**

First, don't panic. Speak to Miss East about your options. You may wish to go through clearing, or sit the autumn exams or summer exams next year to try to improve your grade.

If you are going to appeal your grade, you must let your university know you are appealing. They will then let you know whether they will hold a place for you pending the outcome of an appeal (note that universities are not obliged to hold a place for you; this is at their discretion).



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## What should I do before appealing?

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Students must read the JCQ Student and Parent guide before appealing, which will be available on the JCQ website by results day.

We may not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in normal years, as we have already moderated and quality assured all the grades ourselves.

## What are the two stages of an appeal?

All appeals, on any of the grounds above, must first go through a centre review. At this stage, we will check for any administrative errors, and check that our policies and procedures were followed correctly. Our policy has already been approved by the exam boards, so we are only ensuring that we followed this properly.

The outcome of the centre review will be communicated to students when made.

At the centre review stage, if we find that a grade should go up or down, we will ask the exam board to change it. They will then consider this request.

Following the outcome of a centre review, students may still choose to pursue an awarding organisation appeal. They must fill in the form below, which we will then send on their behalf to the exam boards. Students and parents cannot send appeals directly to the exam board themselves – it must come from us.

The outcome of the awarding organisation appeal will be communicated to students when made.

## How do I make an appeal?

Following results days, students should fill in the first section of the JCQ form [here](#) and send it to [exams2021@astleycooper.herts.sch.uk](mailto:exams2021@astleycooper.herts.sch.uk)



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## **What are the deadlines for priority appeals?**

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The suggested deadline for requesting a priority appeal is 16 August (students cannot appeal before results day on 10 August).

We will attempt to complete the centre review by 20 August\*. If students wish to progress this to an awarding organisation appeal, they must send the completed form to us by 23 August for priority appeals.

\*At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g. subject teachers, SEND knowledge). This may not be possible in August. In such cases, we may have to wait until the start of term, but priority appeals will still be treated as a priority.

## **What are the deadlines for non-priority appeals?**

Non-priority appeals are any A levels, GCSEs or vocational qualifications, where a firm or insurance university place is not pending.

The deadline for submitting a centre review is 3 September; and the deadline for submitting an awarding organisation appeal is 10 September.

Appeals received after these dates may still be considered.

## **You know my child's grades. Why can't you tell us? What if you know we haven't met our university conditional offer?**

We are forbidden from disclosing the Teacher Assessed Grades to any third party, including students and parents, until results day. Any teacher or member of staff who does this is committing exam malpractice.

Although students may have been given marks or grades on single pieces of evidence, we cannot disclose the final submitted TAG.

During the external quality assurance process taking place in June or July, our submitted TAGs may be moved up or down (although this will always be done through human agency, not by an algorithm).

We only know what a student's conditional offer is if they have chosen to share that information with us. It has not formed part of our objective grading of students. Where we do know this information, we must not let students know their submitted TAGs, even if they haven't met the conditions of their offer.