



# The Astley Cooper School

Part of the East Dacorum Co-operative Learning Trust

## Examination Appeals Policy 2021

This policy has been written with instruction from: [JCQ: A guide to appeals processes Summer 2021 series](#)

In previous years students have been able to request a review of marking and then appeal the result to the examination board. However, this year every student will be able to instruct the centre (The Astley Cooper School) to conduct a centre review (Stage 1) and to submit an appeal to the awarding organisation (exam board) (Stage 2) on their behalf.

JCQ states that:

*'Students' grades have been determined by schools and colleges this year as teachers are best placed to do this. The appeals process is a critical safety net in the event that anything goes wrong to ensure that each learner has an individual right to appeal their grades via a transparent process of review.'*

This policy outlines the procedures, key dates and staffing involved in appeals this summer.

Our appeals process will lead students step by step to ensure they understand the following:

- Their grounds for appeal - why they are appealing
- How to appeal - what to do and who to contact
- Which key dates affect them - when paperwork needs to be completed and when it will be actioned

### Important guidance:

**By submitting an appeal, a student understands that a grade can go up, down or stay the same following review.**

Appeals are separated into two key areas:

- Priority appeals
  - For A Level students only
  - For students applying to higher education where the appeal may affect their admission or UCAS acceptance
  - These appeals must be heard and processed by 23 August 2021

*Please note, there is a very quick turnaround on priority appeals and the deadlines are tight. Paperwork not submitted by the deadline may result in UCAS places being affected.*

- Non Priority appeals
  - For GCSE students and non priority A Level students
  - These appeals must be heard and processed by 17 September 2021

**Note:** There are slight differences to the appeals process to BTEC and LIBF courses.

For more information, please refer to [BTEC](#) and [LIBF](#) documents.



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## **The Stages of the appeals procedure**

The appeals procedure is divided into two clear stages:

### **Stage 1: The centre review**

- Grounds for appeal
  - The school has made an administrative error in relation to the result
  - The school has failed to follow its procedures properly or consistently in arriving at my result

Appeals will be heard by the 'Appeals Board' on 20 August (priority appeals) and 6 September (non-priority appeals) consisting of a total of three senior staff (one from each school) and one headteacher from the co-operative schools (The Astley Cooper School, Adayfield School and Longdean School)

### **Definition:**

- A procedural error means a failure to follow the process set out in the centre policy
- An administrative error means an error in recording or submitting grade to the awarding organisation

### **Stage 2: The awarding organisation (exam boards) review:**

- Grounds for appeal
  - The school has made an administrative error in relation to the result
  - The school has failed to follow its procedures properly or consistently in arriving at my result
  - The school has made an unreasonable exercise of academic judgement

Students will be responsible for explaining the grounds for their appeal and will need to complete [the JCO appeal application forms \(Appendix B\)](#) in full when submitting their appeal. Students should explain what they believe went wrong and how and why it has made a difference to their grade. Incomplete forms will not be considered.



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## Submitting Appeals - Stage 1:

Grounds for appeal	How?	By When?
The school has failed to follow its procedures properly or consistently in arriving at my result	<p>Discuss results on examination day with Mr Siu, Ms Cansick, Mr Lally to identify any procedural concerns and your wish to appeal. [You will be provided with the sources used to determine your grades and the rationale for their use, along with the grading associated]</p> <p>Complete the <b>Stage 1</b> appeals form electronically and send to <a href="mailto:exams2021@astleycooper.herts.sch.uk">exams2021@astleycooper.herts.sch.uk</a> (You will receive a 'receipt' email)**</p> <p>Please note: The Stage 1 appeals documentation will be available to download from the website in 'Exams 2021' on the front page</p>	<p><u>Priority*</u> <b>Submission Deadline</b> <b>16 August 12:00hrs</b></p> <p>Receipt emails by 16 August 18:00hrs</p> <p>Appeal heard on 20 August by 15:00hrs</p> <p>Response to student by 20 August 18:00hrs</p> <p><u>Non Priority*</u> <b>Submission Deadline</b> <b>3 September 12:00hrs</b></p> <p>Receipt emails by 3 September 18:00hrs</p> <p>Appeal heard on 6 September by 15:00hrs</p> <p>Response to student by 6 September 18:00hrs</p>
The school has made an administrative error in relation to the result	<p>Discuss results on examination day with Mr Siu, Ms Cansick, Mr Lally to identify any administrative concerns and your wish to appeal. [You will be provided with the sources used to determine your grades and the rationale for their use, along with the grading associated]</p> <p>Complete the <b>Stage 1</b> appeals form electronically and send to <a href="mailto:exams2021@astleycooper.herts.sch.uk">exams2021@astleycooper.herts.sch.uk</a> (You will receive a 'receipt' email)**</p> <p>Please note: The Stage 1 appeals documentation will be available to download from the website in 'Exams 2021' on the front page</p>	<p><u>Priority*</u> <b>Submission Deadline</b> <b>16 August 12:00hrs</b></p> <p>Receipt emails by 16 August 18:00hrs</p> <p>Appeal heard on 20 August by 15:00hrs</p> <p>Response to student by 20 August 18:00hrs</p> <p><u>Non Priority*</u> <b>Submission Deadline</b> <b>3 September 12:00hrs</b></p> <p>Receipt emails by 3 September 18:00hrs</p> <p>Appeal heard on 6 September by 15:00hrs</p> <p>Response to student by 6 September 18:00hrs</p>

\*Appeals not received by the deadline will not be considered for processing.



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\*\*If you have not received a 'receipt' email within 6 hours please check email and re-submit.

For a Stage 1 appeal students must consider:

- what the Centre (the school) failed to do, why that was a failure to follow procedures, and why that failure was important to the determination of the TAG.
- in what way the Centre (the school) made an administrative error, and what difference it made to the determination of the TAG.



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## Submitting Appeals - Stage 2:

Please note:

- Stage 1 appeal must be completed before completing a Stage 2 appeal.
- Students will need to wait for a response from the exam board as to the status and outcome of their appeal.

In order to move to a stage 2 appeal, you must review the response supplied in stage 1:

Grounds for appeal	How?	By When?
The school has failed to follow its procedures properly or consistently in arriving at my result	<p>Review response from stage 1 and identify on what grounds a stage 2 appeal can be made</p> <p>Complete the <b>Stage 2</b> appeals form electronically and send to <a href="mailto:exams2021@astleycooper.herts.sch.uk">exams2021@astleycooper.herts.sch.uk</a> (You will receive a 'receipt' email)**</p> <p>Please note: The Stage 2 appeals documentation will be available to download from the website in 'Exams 2021' on the front page</p>	<p><u>Priority*</u> <b>Submission Deadline</b> <b>22 August 12:00hrs</b></p> <p>Receipt emails by 22 August 18:00hrs</p> <p>Email confirmation of appeal submitted by 23 August 18:00hrs</p> <p>Student must await response from examination boards</p> <p><u>Non Priority*</u> <b>Submission Deadline</b> <b>10 September 12:00hrs</b></p> <p>Receipt emails by 10 September 18:00hrs</p> <p>Email confirmation of appeal submitted by 13 September 12:00hrs</p> <p>Student must await response from examination boards</p>
The school has made an administrative error in relation to the result	<p>Review response from stage 1 and identify on what grounds a stage 2 appeal can be made</p> <p>Complete the <b>Stage 2</b> appeals form electronically and send to <a href="mailto:exams2021@astleycooper.herts.sch.uk">exams2021@astleycooper.herts.sch.uk</a> (You will receive a 'receipt' email)**</p> <p>Please note: The Stage 2 appeals documentation will be available to download from the website in 'Exams 2021' on the front page</p>	<p><u>Priority*</u> <b>Submission Deadline</b> <b>22 August 12:00hrs</b></p> <p>Receipt emails by 22 August 18:00hrs</p> <p>Email confirmation of appeal submitted by 23 August 12:00hrs</p> <p>Student must await response from examination boards</p> <p><u>Non Priority*</u> <b>Submission Deadline</b> <b>10 September 12:00hrs</b></p> <p>Receipt emails by 10 September 18:00hrs</p>



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		Email confirmation of appeal submitted by 13 September 12:00hrs  Student must await response from examination boards
The school has made an unreasonable exercise of academic judgement	<p>Review response from stage 1 and identify on what grounds a stage 2 appeal can be made</p> <p>Complete the <b>Stage 2</b> appeals form electronically and send to <a href="mailto:exams2021@astleycooper.herts.sch.uk">exams2021@astleycooper.herts.sch.uk</a> (You will receive a 'receipt' email)**</p> <p>Please note: The Stage 2 appeals documentation will be available to download from the website in 'Exams 2021' on the front page</p>	<p><u>Priority*</u> <b>Submission Deadline</b> <b>22 August 12:00hrs</b></p> <p>Receipt emails by 22 August 18:00hrs</p> <p>Email confirmation of appeal submitted by 23 August 18:00hrs</p> <p>Student must await response from examination boards</p> <p><u>Non Priority*</u> <b>Submission Deadline</b> <b>10 September 12:00hrs</b></p> <p>Receipt emails by 10 September 18:00hrs</p> <p>Email confirmation of appeal submitted by 13 September 12:00hrs</p> <p>Student must await response from examination boards</p>

\*Appeals not received by the deadline will not be considered for processing.

\*\*If you have not received a 'receipt' email within 6 hours please check email and re-submit.

For a Stage 2 appeal students must consider:

- What the Centre (the school) failed to do, why that was a failure to follow procedures, and why that failure was important to the determination of the TAG. How this was not addressed in stage 1 of the appeals process
- In what way the Centre (the school) made an administrative error; what difference it made to the determination of the TAG and how this was not addressed in stage 1 of the appeals process
- In what way there was an unreasonable exercise of academic judgement:
  - in the selection of evidence used to determine the Teacher Assessed Grade
  - in the determination of a Teacher Assessed Grade from the selected evidence



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## Staffing

The Examination Team will need to work additional days over the summer period to deal with appeals; the table below outlines the days key staff will be onsite/ working from home to check appeals paperwork. The vast majority of the information required to process a Stage 1 appeal is centralised.

Who?	Staff	When?
Edward Gaynor	Headteacher Head of Centre	10 August 2021 in school 12 August 2021 in school 20 August 2021 in school
Michael Siu	Assistant Headteacher Data and Assessment/ Examinations	9 - 10 August 2021 in school 11 - 12 August 2021 in school 16 - 20 August 2021* 23 August 2021
Deb Cansick	Examination Officer	9 - 10 August 2021 in school 11 - 12 August 2021 in school
Tom Lally	Assistant Headteacher SLT Lead for Sixth Form, Curriculum and BTEC	10 August 2021 in school 12 August 2021 in school 16 - 20 August 2021* 22 August 2021*
Charlotte East	Head of Year (Sixth Form)	10 August 2021 in school 12 August 2021 in school
Jack Stevenson	Head of Year 11	12 August 2021 in school

\* Remote working to ensure all appeals are processed