



Dear Year 13 parents and students,

Please find below the important information about the appeals process this summer. Any questions regarding this process please email our Examinations Officer: [gradeappeals@bthcc.org](mailto:gradeappeals@bthcc.org)

### **How were my / my child's grades arrived at this year?**

Teacher Assessed Grades were submitted this year 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.

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

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

There is also the option to **sit** A Level examinations in the autumn 2021 at the Sixth Form. The design, content and assessment of these papers will be the same as in a normal year with results in January 2022.

### **What are the grounds for appeal?**

There are 4 main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

- 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 haven't properly followed our own process, as approved by the exam board.
- 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**.

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

'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.

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?**

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

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 Mrs Connaughton, Mrs Kneen or Miss Simister 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).

### **What should I do before appealing?**

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

<https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf> page 6 onwards

### **How do I make an appeal?**

Following results days, pupils must read the guidance above along with the parents/carers should fill in the first section of the JCQ form [here](#) and send it to [gradeappeals@bthcc.org](mailto:gradeappeals@bthcc.org) by Monday 16 August.

### **What are the deadlines?**

To help us ensure our examination team meet the examination board deadlines, we ask that all priority and non-priority appeals are made by to the centre by Monday 16 August.

We will aim to complete the centre review by Friday 20 August. If a student wishes to progress this to an awarding organisation appeal, we ask for confirmation of this request to be emailed to [gradeappeals@bthcc.org](mailto:gradeappeals@bthcc.org) by Monday 23<sup>rd</sup> August and we will further your request to the board.

### **You know my/ my child's grades. Why can't you tell us?**

Sharing Teacher Assessments ahead of Results Days is forbidden by the examination board.

Kind regards

Mrs Catherine Connaughton  
Deputy Headteacher  
Head of Sixth Form