



Sir James Smith's School

2021 Summer Appeals

Can I appeal my grade?

All students will have the opportunity to appeal their grade/s.

Before submitting an appeal to us, parents and students are advised to read the [JCQ Student and Parent guide](#).

What reasons might I have for appealing?

The Joint Council for Qualifications (JCQ) have specified four main grounds for appeal:

Centre Review:

- You think that the school has made an administrative error in submitting the overall Teacher Assessed Grade to the exam boards;
- You think that the school has not followed its Centre Policy properly or consistently and your grade was impacted as a result;

Awarding Organisation Appeal:

- You think that the evidence used to grade you was unreasonable;
- You think that the academic judgement on the grade you were given was unreasonable.

How do I request an appeal?

There are two stages to the appeal process: a ***centre review*** and an ***awarding organisation appeal***.

The first stage is a **centre review**. You may ask the school to check for any administrative errors that could have been made whilst submitting the TAGs to



the exam boards, and check that our policies and procedures were followed correctly by completing the first section of this [form](#).

We may identify that a student grade should go up or down. We will notify the exam board of our error and ask them to change the grade. The exam board will consider our request, and then we will notify you of the outcome. If your grade does not change, we will notify you.

Centre review appeals must be received by the exams officer by 3rd September 2021.

If you are not satisfied with the outcome of a centre review you may pursue the second stage, an **awarding organisation appeal**. You must fill in the second part of this [form](#) and send it to the exams officer. We will then send it, on your behalf, to the relevant exam board. Please note that you cannot send this form directly to the exam board – it must be done via the school. Your grade may go up, down or remain the same.

The exam boards will notify the school of the outcome of a stage two appeal, and we will communicate the result to you.

You must first complete a centre review and receive an outcome before requesting an awarding organisation appeal.

Awarding organisation appeals must be received by the exams officer by 10th September 2021.

In both cases, because your grade may go down, we require your signature before embarking on appeals. In the event of a grade being lowered, you will not be able to return to the original higher grade.

If, at any stage, you are unsure how to submit your appeal, please get in touch with the exams officer using the contact details at the end of this information.

Independent reviewers will not remark or regrade a student's individual assessments, instead they will look to see whether any teacher acting reasonably could have arrived at the same grade.



How long will my appeal take?

We must receive your request for a stage one appeal by 3rd September. The exam boards will aim to complete your appeal as soon as possible considering the possibility that you may not be satisfied with the outcome and wish to make a stage two appeal.

The deadline for stage two appeal is 10th September. Exam boards will aim to complete this part of the appeals process within 42 calendar days of receipt of the application.

What can I do if I don't get the grades I need (without appealing or after the appeals process)?

All students will have the opportunity to 're-sit' GCSEs in the autumn. It is the intention of the exam boards that the content and assessment of these papers will be as per a normal year. It is common for English and maths to be offered as a 're-sit' in November by the college you are attending, but you will also have the choice of all the other GCSE exams you would have sat this summer at Sir James Smith's. We will give you further information on Results Day.

Exams Officer contact details:

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