

Exam Results 2021- Appeals information

If you believe an error has been made in determining your grade, you will have a right to appeal. There are two stages to the appeals process:

Stage 1: Centre Review

If you do not think you have been issued with the correct grade, you can initially submit an appeal to the school. There are only two reasons to base your appeal on and this must be stated in the centre appeal form that is attached to this document. The reasons to appeal are:

- There has been an administrative error, e.g. school has submitted an incorrect grade or they used an incorrect assessment mark when determining your grade.
- You believe the school did not apply a procedure correctly, e.g. we did not follow our Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

To help you decide whether to appeal, we can provide the following information on results day if you require it

- Centre Policy
- The sources of evidence used to determine your grade along with any grades/marks associated with them
- Details of any special circumstances that have been considered in determining your grade, e.g. access arrangements, mitigating circumstances such as illness

The school will then will review whether the appeal and decide if there are grounds to uphold the appeal.

Stage 2: Appeal to the Exam Board

If you still do not think you have the correct grade after the centre review is complete, you can ask the school to appeal to the exam board, who will review whether the school made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence.

Please notify the school that you wish to appeal to the exam board and then complete and return the exam board appeal form.

Timescales

Priority Appeals

If you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also inform school so they can prioritise the appeal.

10 August to 7 September: priority appeals window

10 August to 16 August: student requests centre review

10 August to 20 August: centre conducts centre review

11 August to 23 August: centre submits appeal to exam board

All other appeals will follow the timeline below

10 August to end October: majority of non-priority appeals take place

10 August to 3 September: student requests centre review

10 August to 10 September: centre conducts centre review

11 August to 17 September: centre submits appeal to exam board

Tarporley High School A Level and GCSE Exam Board 2021 Centre Review Form 2021

Candidate Name _____

Qualification(s) that you wish to be part of the centre review:

Please outline the reasons for submitting a centre review:

Please sign below to confirm your written consent to conduct the review and that you acknowledge that you are aware that **your grade can go down, up or stay the same** as a result of this process.

Signed _____

Date

Tarporley High School A Level and GCSE Exam Board Appeal Form

Candidate Name _____

Qualification(s) that you wish to be part of the appeal to the exam board:

Please outline the reasons for submitting an appeal to the exam board:

Please sign below to confirm your written consent for school to submit the appeal to the exam board on your behalf and to acknowledge that you are aware that **your grade can go down, up or stay the same** as a result of this process.

Signed _____

Date
