



BROMSGROVE SCHOOL

EXAMINATION APPEALS POLICY 2021

Author:	Deputy Head (Academic) Senior School
Reviewed:	June 2021
Next Review Due:	June 2022
Scope:	Senior School

ARRANGEMENTS FOR I/GCSE, A LEVEL AND BTEC APPEALS – SUMMER 2021

Following the release of the grades in August, the appeal procedures will significantly differ from usual. New guidance for 2021 has been published by the exam regulator JCQ and may be found at https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021.pdf. A number of other useful documents may be found at <https://www.jcq.org.uk/summer-2021-arrangements/>.

There will be a two-stage appeals process this summer, to the School in the first instance and then the relevant examination board beyond this.

STAGE 1 – SCHOOL REVIEW – PROCEDURAL AND ADMINISTRATIVE ERRORS

Students may make an appeal to the School if they believe the School has failed to follow its procedures properly or consistently in arriving at that result or has made an administrative error in relation to the result. Prior to our submission of grades to the exam boards a number of checks were carried out in each subject to avoid administrative errors. Whilst it is therefore unlikely that an error would have been made, a further check of this can be made on request.

Appeals should use Appendix B at https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf. Appeals should be addressed to the Deputy Head (Academic) with the School's Examination Officer copied in. Their respective email addresses are pruben@bromsgrove-school.co.uk and skingston@bromsgrove-school.co.uk. The grounds for appeal must be clearly stated, outlining how the School failed to follow its procedures properly and consistently and why that failure was important to determining the grade, and/or the administrative error the centre made and what difference it made to the determination of the grade.

Students should be aware that grades may be raised, stay the same or be lowered as a result of a review.

In line with JCQ guidance, the School's deadline for making appeals is **16th August 2021** for priority appeals (where Upper Sixth have not met the requirements of their firm / first choice university offer). In all other cases the School's deadline will be **3rd September 2021**. Those considering making a priority appeal are advised to do so with all deliberate speed.

The investigation of Upper Sixth priority appeals will tend to be considered before other appeals, although where students seek an informal administrative check on grades, these will often be completed quickly. Consideration of the appeal will normally be led by the Deputy Head (Academic) and will consider whether the request is justified. The appellant will be informed of the outcome in writing.

If the appeal is upheld and this would affect teachers' holistic judgement of grade outcomes the School will communicate with the examination board concerned to seek an adjustment to the formally published results.

STAGE 2 - APPEALS TO THE EXAMINATION BOARDS

If the appellant is not in agreement with the Stage 1 School Review, they can subsequently make an appeal to the examination board. This must be communicated through the School. The deadlines to make these stage 2 appeals are **23rd August 2021** for priority appeals (Upper Sixth who have not met their firm / first choice university offer) and **17th September** for all other students.

Stage 2 appeals to an examination board will seek to establish whether there has been an unreasonable exercise of academic judgement and/or whether the School has followed its procedures properly and consistently in arriving at the student's result or in conducting its review and/or whether the awarding organisation has made an administrative error.

As with the Stage 1 appeals, appeals should use Appendix B at https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf. Appeals should be

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The examination boards have promised to aim to process appeals within 42 days of their receipt. Students should be aware that grades may be raised, stay the same or be lowered as a result of a review.