

## Appeals Policy and Process at Oakwood Park Grammar School

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Contained in this document is information relating to

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### **Mitigating the need for appeals**

At Oakwood Park Grammar School we have mitigated the need for appeals by

- Producing an effective Centre Policy which is adhered to by all centre staff involved in the determination of teacher assessed grades.
- A high standard of internal quality assurance both in determining teacher assessed grades based only on student evidence and ensuring that there are no administrative or procedural errors.
- Effective provision of access arrangements for all eligible students.
- Effective arrangements for students that may have been disadvantaged during an assessment that contributes to their grade either by taking the circumstances into account in determining grades or by using alternative evidence that was unaffected by the adverse circumstances.
- Effective communication with students and parents/carers so that they understand the centre's approach to determining their grades before grades are submitted to the awarding organisations, including the evidence used and a realistic understanding of the standard at which they are performing.
- Providing access to the evidence base each department will use for the awarding of grades, including a rationale for the inclusion of the evidence.
- Effective use of examination board materials relating to standardisation to ensure accuracy and consistency in awarding grades.

### **Stages of Appeal**

There are two stages to the summer appeals process.

Stage 1 – Centre Appeal

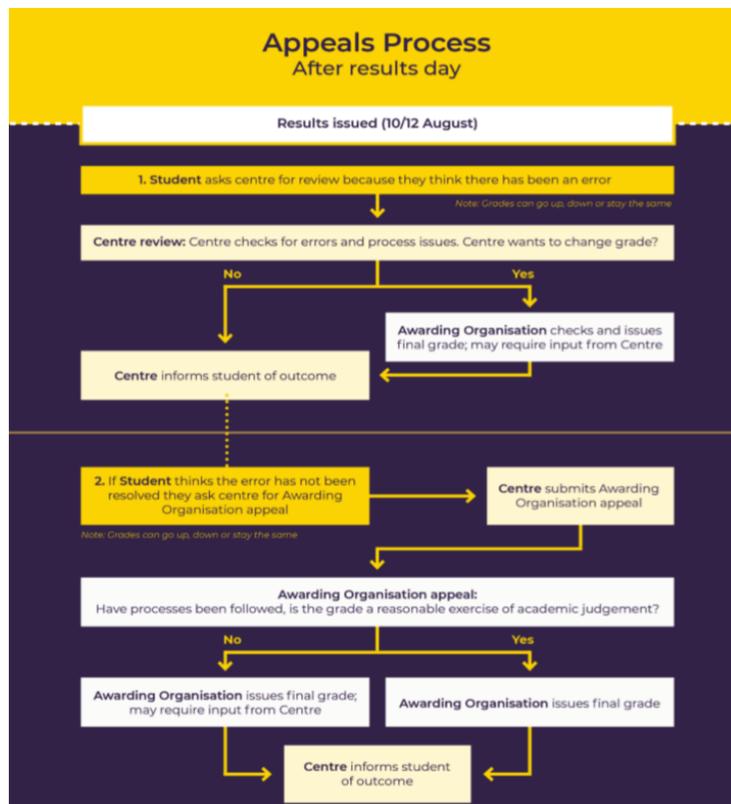
If a student believes they have been awarded a grade which is incorrect, they should appeal to the school. The school will check if an administrative or procedural error has occurred. Students must be advised the grade can go down as well as up. If an administrative or procedural error has occurred, the school will advise the awarding body, who will reissue the grade.

### Stage 2 – Appeal to the Awarding Organisation

The second stage of the process is referred to as an appeal to the awarding organisation (submitted by the centre on the student’s behalf). An appeal should be submitted if the student considers that the centre did not follow its procedure properly, the awarding organisation has made an administrative error, or the student considers that the grade awarded was an unreasonable exercise of academic judgement. Students will be advised that their grade could go down, up or stay the same.

You may not appeal to the awarding organisation if the Stage 1 Centre Appeal has not been completed.

### Appeals Process:



### Ofqual Exam Procedures Review Service

If the student or centre considers that the awarding organisation has made a procedural error, they can apply to Ofqual’s Exam Procedures Review Services (EPRS) to review the process undertaken by the awarding organisation.

## Grounds for appeal

In summary there are four grounds upon which a centre review or an appeal to an awarding organisation may be requested:

- At stage 1: The centre made an administrative error, e.g. an incorrect grade was submitted; an incorrect assessment mark was used when determining the grade.
- At stages 1 and 2: The centre did not apply a procedure correctly, such as the centre did not follow its Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances such as illness.
- At stage 2: The awarding organisation made an administrative error, e.g. the grade was incorrectly changed by the awarding organisation during the processing of grades.
- At stage 2: The student considers that the centre made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of the grade from that evidence.

## Requesting an Appeal

To request an appeal, the student must make request in writing, and must make it clear that it is understood the grade can go up, down or remain the same.

Please be advised that an Appeal request form may be released, however until we are able to confirm that, we would suggest the following template be used.

*For the attention of the Examinations Officer*

*I would like to appeal my (insert subject) grade. This is a request for a Stage (1 or 2) appeal. I understand that in requesting this appeal, the grade awarded could go up, down or remain the same.*

*Full Name, Year Group, Form*

This should be sent to our Examinations Officer, Mrs P Wright, [PWright@opgs.org](mailto:PWright@opgs.org). You will be sent a notice advising that your appeal has been received.

As mentioned, a stage 1 appeal can only be on a procedural or administration issue.

Please be advised, it is possible that there may be a fee for appeals. We are awaiting further guidance on this issue.

## Timeline for Appeals

10 August to 7 September: priority appeals window (A priority appeal will be determined by whether the grade being appealed is preventing the progress of the student to their next stage in education)

» 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 awarding organisation

Outcomes should be received by 7<sup>th</sup> September 2021

10 August to end October: majority of non-priority appeals take place (A non-priority appeal will be those where the grade being appealed has not prevented the student progressing to the next stage of their education).

» 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 awarding organisation

Outcomes should be received by the end of October 2021

To be clear, Oakwood Park Grammar School must have received all Appeal requests by September 3<sup>rd</sup> 2021. Appeals made after this date can be refused by the school on the basis the JCQ window for appeals has closed.