

**Post 16 A Level, Vocational and GCSE Examination Series
Student Appeal Procedure – Version 3 (27 August 2020)**

Introduction

These are unprecedented circumstances in which students, parents, staff and schools find themselves in terms of awarding of examination grades in the summer of 2020. In order to support students who may find themselves in a position where they are unhappy with the grade(s) that they have been awarded by the examination board, this document sets out the Appeals Procedure in place.

This guidance has been updated following the publication of Ofqual's Guidance: Summary guidance on appeals, malpractice and maladministration complaints for GCSE, AS and A level grades in England ("Grades Guidance") published on 26 August 2020 [here](#).

It is important to note that:

- A student cannot appeal directly to an exam board.
- A student cannot appeal because they disagree with the academy's professional judgement of the grade the student would most likely have achieved if exams had taken place.
- A student cannot appeal against the judgement of their school or college about the grade they would most likely have achieved had the exams taken place.
- Appeals can only be made by an academy on behalf of a pupil.

Stage 1 – Request for an Appeal

Ofqual guidance sets out three grounds on which to base an appeal:

1. The head of centre has evidence that the school or college made a mistake when submitting the centre assessment grades to the exam board.
2. The head of centre has evidence that the exam board introduced an error into the centre assessment grade data submitted to it or when it communicated a grade.
3. The exam board used the wrong data when statistically standardising some students' results.

In order to request an appeal at stage one of the process, students should submit their grounds to request an appeal in writing to the academy for the attention of Mr Gilder by email to enquiries@horbury.accordmat.org by 4pm on Friday 4 September 2020.

Stage 2 – Review of the Request for an Appeal

Each request for an appeal will be considered where it has been received:

- Prior to the stated deadline of Friday 4 September at 4pm.
- The grounds for appeal are stated clearly in relation to the Ofqual guidance outlined at stage one.

If either of the three criteria outlined in stage one are not met, the student will be notified and the request for appeal will not be reviewed. A student may resubmit a request with the correct information by the required deadline, however no requests will be reviewed after the stated deadline.

For all requests that relate directly to the Ofqual guidance, the academy will review the data on a case by case basis and respond to the student within five working days whether the request for an appeal has been successful in writing.

The response at stage two would either be:

- a) That the request for an appeal has been upheld (UPHELD)
- b) That the request for an appeal has been declined (DECLINED)

Stage 3a – Grounds for an Appeal Upheld

If the academy upholds the student request for an appeal, the student will be asked to give their permission for the appeal to proceed.

Once permission is granted in writing by the student, the academy will submit an appeal to the exam board on behalf of the student by the deadline of 17 September 2020.

The Ofqual appeals process will be followed by the academy.

Stage 3b – Grounds for an Appeal Declined

If the academy declines the student request for an appeal, the student may:

- choose to re-sit the examination in the autumn term. Any students wishing to re-sit an examination should complete the 'request to sit an exam' form. The request form should be returned to the academy in the time frame set out within the form.
- choose to make a formal complaint against the decision made by the academy using the Accord complaints procedure. A copy of this policy is available on the academy website.

Academy Appeals

The academy reserves the right to review all student data in relation to the Summer Exams Series 2020 and to lodge any whole academy appeals deemed appropriate. The academy also reserves the right to contact any student directly to advise if the appeals process may be of benefit to them.

Further Information

Contact: Mr B Gilder Vice Principal enquiries@horbury.accordmat.org

Government Guidance:

<https://www.gov.uk/government/publications/student-guide-to-appeals-and-malpractice-or-maladministration-complaints-summer-2020>