

GSCE Examination Summer Series - Pupil Appeal Procedure 2021

Introduction

These are unprecedented circumstances in which pupils, parents/carers, staff and schools find themselves in, in terms of awarding of examination grades in the summer of 2021. To support pupils who may find themselves in a position where they are unhappy with the grade(s) that they have been awarded, this document sets out the Appeals Procedure in place at the academy.

It is important to note that:

- A pupil cannot appeal directly to an exam board.
- Appeals can only be made by the academy on behalf of a pupil.
- Stage One of the appeals process is a Centre Review.
- Stage Two of the process is an appeal to the Awarding Organisation.

Stage One – Centre Review

JCQ guidance sets out two grounds on which to base an appeal at Stage One of the process:

1. An Administrative error - i.e., the grade was submitted incorrectly.
2. A Procedural error – i.e., the academy did not follow its procedures properly and consistently.

To request a review at Stage One of the process, pupils should submit the reason for their appeal in writing using the template provided by the academy that is available on the website at <https://bit.ly/examappeal>.

The request for an appeal should be made to the academy for the attention of Mr Gilder by email to enquiries@horbury.accordmat.org by **4pm on Friday 3 September 2021**.

The academy will work hard to ensure that all appeals at Stage One of the process are dealt with as soon as practically possible.

Stage Two – Appeal to an Awarding Organisation

JCQ guidance sets out three grounds on which to base an appeal at Stage Two of the process:

1. The centre / academy did not follow its procedure properly or consistently in arriving at the result, or during the centre review.
2. The Awarding Organisation (examination board) made an administrative error in relation to the result.
3. The centre / academy made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of that grade from the evidence.

To request a review at Stage Two of the process, pupils should submit their grounds to request an appeal in writing using the template provided by the academy that is available on the website at <https://bit.ly/examappeal>.

The request for an appeal should be made to the academy for the attention of Mr Gilder by email to enquiries@horbury.accordmat.org by **4pm on Monday 13th September 2021** so that we can meet the exam board deadline of Friday 17 September 2021.

The academy will submit an appeal to the Awarding Organisation (examination board) on behalf of the pupil by the deadline of Friday 17 September 2021.

The academy will work hard to ensure that all appeals at Stage Two of the process are dealt with as soon as practically possible and within the stated deadlines set by the Awarding Organisation (examination board).

Exams Procedures Review Service (EPRS)

Following the conclusion of the Awarding Organisation's appeal process, a pupil who remains concerned their grade was incorrect may be able to apply for a procedural review to the Exam Procedures Review Service (EPRS) from the relevant regulator. There are EPRS processes for Ofqual (England) and Qualification Wales. The regulators will provide further details about the EPRS processes for summer 2021 before results days this summer.

The Importance of Following the Appeals Process – JCQ Guidance

It is important to note that 'Awarding Organisations (examination boards) will not accept appeals directly from pupils or parents/carers. Any appeals submitted by pupils or parents/carers directly to an awarding organisation will not be processed and will need to be re-submitted via the centre / academy. This may risk appeals not being completed in time for those pupils applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result.'

Equally, 'appeals cannot be made to an awarding organisation until the centre review has been completed at Stage One of the process. Any appeals submitted where this is not the case will be rejected by the Awarding Organisation and a new application will need to be submitted after the centre review has concluded.'

Further Information

For further information please refer to the Joint Council for Qualifications (JCQ) guidance on the appeals process provided as a link below:

[JCQ Guide to Appeals Processes - Summer Examination Series 2021](#)

Or alternatively, contact: Mr B Gilder, Vice Principal via enquiries@horbury.accordmat.org