

Appeals Processes Summer 2021 Abbey Multi Academy Trust (page 1 of document)

Abbey Multi Academy Trust process for appeals will be based on the JCQ " [A guide to appeals processes Summer 2021 series](#)" Version date 8th June 2021. The Abbey Multi Academy Trust document does not replace the JCQ document but seeks to summarise and clarify. In case of contradiction or divergence the most up to date version of the JCQ document above should be referred to. There is likely to be a *JCQ Student and Parent Guide* on appeals published before results day.

Considerations before a student submits a request for centre review or appeal:

The outcome of a centre review or an appeal may result in **a grade remaining the same, being lowered or raised.**

There will also be the option to re-sit GCSEs and A levels in the autumn which may be preferable to some students.

Students should read *the JCQ Student and Parent guide* before appealing.

Priority Appeals will be dealt with first. This is only for a student who did not attain their firm choice higher education place and wish to appeal an A level or other level 3 qualification result

Two stages to the Process

1. Stage 1: Centre Review

- This is where the academy will check for any procedural or administrative errors.
- The form the centre review is entitled: [Appeals Stage 1 - Centre Review Form](#).
- The completed form should be returned to the academy by email to: la-tags@lightcliffeacademy.co.uk
- The 'Centre Review Outcome' section of centre review form will be completed by Lightcliffe Academy staff and the outcome and reasoning of any decision made will be shared with students / parents.

2. Stage 2: Awarding Organisation Appeal

- a. A student can request such an appeal but only **after** a Centre Review has been completed.
- b. The form the Awarding Organisation Appeal is entitled: [Appeals Stage 2 - Awarding Organisation Appeal](#).
- c. The completed form should be returned to the academy by email to: la-tags@lightcliffeacademy.co.uk
- d. Lightcliffe Academy will send the completed form to the board on the student's behalf.

The academy must submit an appeal to the relevant board if the student considers that:

- a. the centre did not follow its procedure properly or consistently in arriving at the result, or during the centre review.
- b. the awarding organisation made an administrative error in relation to the result.
- c. 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 that grade from the evidence.

The outcome of the awarding organisation appeal will be communicated to students when made.

All documents are available on the Lightcliffe Academy website > School Information > Examinations

Timescales

Key dates for priority appeals*:

10 th August – 16 th August 2021	Window for students to request a centre review
10 th to 20 th August 2021	Centres conduct centre reviews
10 th to 23 rd August 2021	Centres submit appeals to awarding organisations

** A priority appeal is only for students 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.*

Key dates for non-priority appeals:

From results day to 3 rd September 2021	Window for students to request a centre review
From results day to 10 th September 2021	Centres conduct centre reviews
From results day to 17 th September 2021	Centres submit appeals to awarding organisations

At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g. subject teachers, SEND knowledge). This may not be possible at all times in August. In such cases, we may have to wait until the start of term, but priority appeals will still be treated as a priority.

Following an Awarding Organisation Appeal, should the academy be asked to reconsider a grade, this process will be completed within one week.

Information to be provided to students on request from results day:

- Sources of evidence used and associated grade/marks
- Details of any variations in evidence used based on disruption to what a student was taught
- Details of any special circumstances that have been considered in determining their grade
- The Centre policy (this will be on the website.)

Communication of Appeals process to students and their parents prior to results day

This document and links to the JCQ guidance will be on the academy website before results day.

The first page of this document with a covering letter to be sent to students before the end of term.

Additional Information for School Leaders

Staffing

The Principal will ensure the following:

Results days

- Leadership staff are available and subject staff are invited to support and congratulate students on results days.
- Staff from the Careers service are available to support choices.
- Exams officer and enough other administrative staff are available to prepare and run results days between 9th and 12th August.

Priority Appeals (AG and LA)

- A named member(S) of the leadership team is available from the 10th August *to organise and complete subject reviews, organised the sending of Priority appeals to the boards, and respond to Awarding body appeal results.*
- Exams officer (or equivalent support) will be available from the 9th August throughout the rest of the summer. *This both to administer the results day and to support the centre review/ appeals process including the keeping of records.*
- Additional SLT to be on call from 10^h August throughout the rest of the summer *should there be a large number of reviews/appeals*
- Subject Leaders make their availability known such they can be contacted from 10th August should their expertise be required during a Centre Review or following an appeal

All other Appeals

- Exams officer (or admin support) is available to receive and collate all appeal/ centre review applications throughout the summer.
- Exams officer is available through the month of September.
- A named member(s) of the leadership team is available from the 6th September to organise and complete subject reviews by the 10th September, organised the sending of appeals to the boards, and respond to Awarding body appeal results.

Named Contact

The awarding bodies will need a named contact from the academy who will be able to assist promptly. The named contact will be the exams officer, Lisa Garland.

Record Keeping regarding Centre reviews and Appeals

The exams officer will keep:

A record of each centre review giving the name of the student, the subject, the date submitted, and the result, date student informed of result will be kept on a spreadsheet.

A record of each Appeal to the awarding body giving the name of the board, the name of the student, the subject, result, and date student informed of the result will also be kept on a spreadsheet

This spreadsheet will be kept in secure area that can be accessed by the named member of SLT.

Evidence Storage

Evidence will be stored in a secure but easily accessible space subject by subject so that it can easily be retrieved by the exams officer or relevant members of SLT on or beyond results day.

The Standards lead will check with each subject leader that the relevant evidence that might be needed for Appeal or Centre review is readily available, they will do this by checking through Appendix C (checklist for subject staff) of the JCQ Appeals document with each subject leader.

The Standards Lead will ensure that the named member of SLT and the exams officer are aware of where and how each potential piece of evidence is stored so it can be easily retrieved.