

# **Student and Parent Guide to the Appeals Procedure for Summer 2021 Teacher Assessed Grades**

**Produced by the Quality Department  
[www.wigan-leigh.ac.uk](http://www.wigan-leigh.ac.uk)**

## Statement of Procedures

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The role of teachers in assessing grades has always been an integral part of the qualifications delivered within the College, especially with vocational programmes, and therefore Summer 2021 is no different. In light of some of the amendments to the process by awarding bodies this year, teachers will initially determine the grades of learners based on a range of evidence as outlined within the College's Centre Policy. This Centre Policy has been approved by JCQ. Prior to teacher assessed grades being submitted to the awarding body, a number of quality assurance measures will be conducted to ensure teacher assessed grades are awarded fairly and consistently for all learners. This includes standardisation and internal quality assurance of the evidence being used to inform the grade, data checks and external quality assurance reviews by the awarding organisations upon request. The appropriateness of the College's procedure will already have been checked by the awarding organisation as part of its external quality assurance process.

In the unlikely event a procedural or administrative error has occurred during the process of determining teacher assessed grades, the College has set out an appeals process in line with JCQ recommendations.

## College Procedure

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### Pre-Appeal Stage

At this stage it is important to familiarise yourself once again with the process used for determining teacher assessed grades, including the range of evidence used and the quality assurance checks that have already been made internally by teachers and externally by Awarding Organisations. For those in their last year of a two-year programme, it is important to also take into consideration your performance in Year 1 as this will have also contributed towards your final grade. It may be useful at this stage to refer back to previous correspondence from the College which outlines the teacher assessed process in more detail. If you are unclear on how the teacher assessed grade has been determined, please speak to your tutor in the first instance who will be able to talk you through the process used.

Following discussions with your tutor, in the unlikely event a procedural or administrative error has occurred during the process of determining teacher assessed grades, please use the following stages outlined below. There are two stages in the procedure. Stage One must be completed before any potential involvement of an awarding body; Stage Two, involving an awarding body is an option once Stage One has been completed.

### STAGE 1 - A College based 'Centre Review'

1.1 Following the release of results in August, a student can ask for a review if they think a procedural or administrative error has occurred. It's important to remember that **a grade can go down, up or stay the same** through this process. To help students decide whether to appeal, a student can request the College shares the following information

- their Centre Policy
- the sources of evidence used to determine your grade along with any grades/marks associated with them

- details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness

1.2 Stage 1 reviews are for procedural or administrative error. Requests for appeals on the grounds of academic judgement (unreasonableness) will only be considered by awarding organisations (at Stage Two) and not by the College. In these cases, an initial College based centre review must still be completed to ensure that the centre has not made any procedural or administrative errors.

1.3 Students are required to email [quality@wigan-leigh.ac.uk](mailto:quality@wigan-leigh.ac.uk) should a Centre Review be necessary.

1.4 A 'Centre Review' form will be sent to the student for completion. All completed forms must be completed by the student and returned directly to the College using the [quality@wigan-leigh.ac.uk](mailto:quality@wigan-leigh.ac.uk) email. All requests for a centre review will be based on priority status to meet the deadlines to submit appeals to awarding organisations. Centre reviews which are not submitted by these dates may lead to appeals not being completed in time for those with a higher education place dependent on the outcome of the appeal.

#### Key Dates for priority appeals\*

10 August to 16 August 2021	Window for students to request a centre review
10 August to 20 August 2021	Centres conduct centre reviews
10 August to 23 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 result.*

#### Key dates for non-priority appeals

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

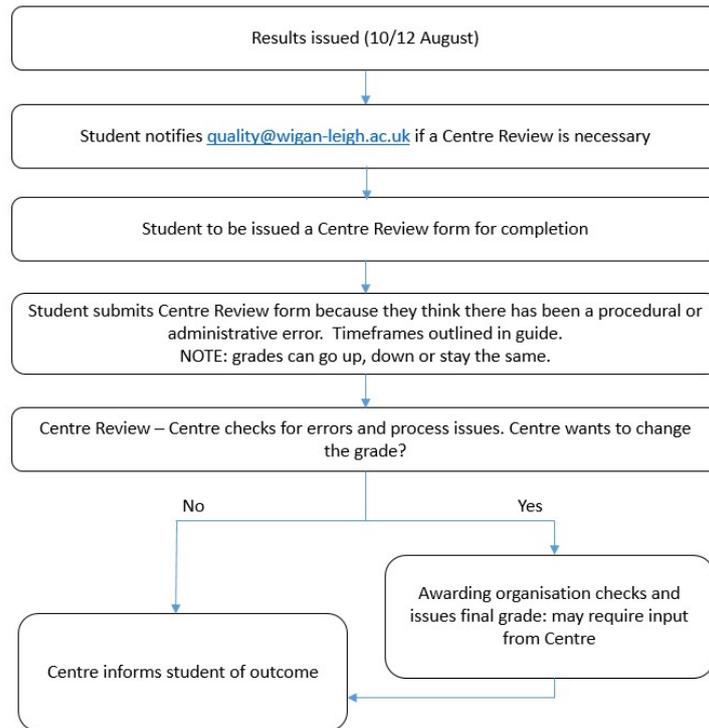
Publication of GCE AS and A-level results – 10 August 2021

Publication of GCSE results – 12 August 2021

1.5 In cases where the College considers that there has been a procedural failure or administrative error, the College needs to decide whether this affected the grade submitted to the awarding organisation. The resulting outcome may be that the **grade is raised, stays the same or is lowered.**

1.6 The College will report the outcome either to the student who submitted the review (if the grade has not changed) or to the awarding organisation to request a change to the grade.

## STAGE 1



## 2 STAGE TWO

2.1 A student may submit a request for an awarding organisation appeal **after they have received the outcome of their Stage 1 centre review** if they still believe there has been a procedural error, an administrative error or that their grade reflects an unreasonable exercise of academic judgement (either because of the way that the grade has been determined and/or the selection of the evidence). The student will email [quality@wigan-leigh.ac.uk](mailto:quality@wigan-leigh.ac.uk) to notify the centre of this request.

2.1 An 'Appeal to Awarding Organisation' form will be issued to the student to complete and return to [quality@wigan-leigh.ac.uk](mailto:quality@wigan-leigh.ac.uk). At this stage, students will also be notified of appeal fees which will be paid by the student in full, and in advance of the College submitting the appeal to the awarding organisation. Fees can be paid in person at Parsons Walk reception or over the phone (01942 761600 – choose option 5 for the operator).

2.2 An appeal can only be made against a result issued. Any student who believes that the College's decision to withdraw an entry due to insufficient evidence on which to determine a Teacher Assessed Grade, or not to make an entry in the first place, must raise such concerns through the centre's complaints process in the first instance.

2.3 Each awarding organisation will have a system for submission of appeals and these may differ in their requirements for each ground of appeal. In addition, the cost of an appeal which will be paid by the student may also vary.

2.4 Once the College has submitted the appeal to the awarding organisation, the College will confirm to the student that it has done so. When an application for an appeal is received, the awarding organisation will decide whether it will be accepted for evaluation or not.

2.5 The decision by the Awarding Organisation whether to accept the application for an appeal is based on:

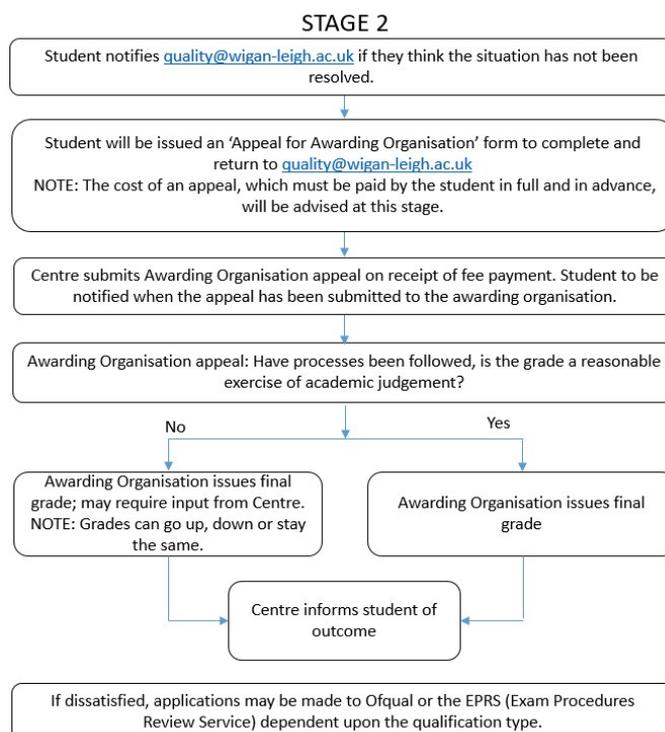
- a. whether the grounds of appeal are within the remit of the appeals process (where a rationale is required)
- b. whether a College review has been completed
- c. the timing of the application in relation to the published deadlines for submitting appeals
- d. whether the student has confirmed that they consent to their grade being raised, lowered or staying the same (by completing the Stage 2 – Appeal to Awarding Organisation’ form).

2.6 Where the awarding organisation:

- identifies a procedural error or
- finds alternative evidence should have been included in the range of evidence

and that this may have impacted the Teacher Assessed Grade, they will report these findings to the College and direct the College to review the Teacher Assessed Grade. The College must then inform the awarding organisation if it believes there should be a change to the grade. An awarding organisation may impose a change to the grade.

2.7 The centre will share the outcome of the awarding organisation appeal, and where appropriate the next stage of the process, with the student promptly.



### **3 Ofqual and Exams Procedures Review Service**

- 3.1 Following the conclusion of the awarding organisation's appeal process, a student who remains concerned their grade was incorrect may be able to apply for a procedural review either to Qfqual or the Exam Procedures Review Service (EPRS) from the relevant regulator, dependent upon the qualification type. 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.

### **4 Timescales**

- 4.1 Awarding organisations will aim to complete appeals as soon as possible and particular efforts will be made for those appeals that have been identified as priority appeals 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 result.
- 4.2 The awarding organisations will aim to complete Stage Two of the appeals process (the awarding organisation appeals stage) within 42 calendar days of the receipt of the application.
- 4.3 Priority appeals that aren't submitted to the awarding organisation by 23 August 2021 will still be treated as a priority and awarding organisations will endeavour to process them as promptly as possible. There is, however, a risk they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.
- 4.4 Students are advised to notify their preferred higher education provider that a review has been requested at the earliest possible opportunity so they can decide how to handle their offer.