



Parent / Student information about the Summer Appeals process post results day

In line with the information that has been given to you within the JCQ Appeals documentation, this information is a helpful overview of the Summer Appeals process.

As a school we have done our best to ensure that all students received the most appropriate and positive grade as evidenced by the work that the students produced both over time and in the most recent assessments. The exact inclusion of which assessments were used to create the Teacher Assessed Grade in addition to the termly data, has been given to you in a previous email and will hopefully allow you to understand how the judgement for each grade was decided. As a reminder they can be found here:

- [Teacher Assessed Grade – Subject Evidence Table – GCSE](#)
- [Teacher Assessed Grade – Subject Evidence table – A Level](#)

However, the DfE have ensured there remains an appeal process for students. A student can appeal the grade on two initial grounds. This is where you think there has been an:

1. Administrative Error – this could be an error that Blue Coat made when inputting or transposing your grades to the exam boards
2. Procedural Error – this could be an error that Blue Coat made when considering reasonable adjustment or access arrangements for students who were eligible for this option

To help you with this, JCQ have made available a form that you are able download, complete and return back to us with your **'Stage One – centre review'** appeal. Below is a picture of what you will be looking for.

Appendix B - Optional Student Request Form for Centre Reviews and Appeals to Awarding Organisations

Important information for students

What may happen to your grade during the centre review and appeals process?
If you request a centre review or an awarding organisation appeal there are three possible outcomes:
- Your original grade is **lowered**, as your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, as there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.
Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

What will be checked during a centre review?
You can ask the centre to check whether it made a **procedural or administrative error**, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation. You must appeal a centre review before you can request an awarding organisation appeal. This is as the awarding organisation is certain that your grade is as the centre intended.

What will be checked during an awarding organisation appeal?
You can ask the awarding organisation to check whether the centre made a **procedural or administrative error** - or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation to check whether the **examiner's judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

When do I need to submit my request?
You should submit a request for a centre review by **16 August 2021** for a **priority appeal**, or by **5 September 2021** for **non-priority appeals**.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit the an your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. Priority appeals that aren't submitted to the awarding organisation by **23 August 2021** will still be treated as a priority, but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

What is a priority appeal?
A priority appeal is only for students applying to higher education who did not attain their first choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other level 3 qualification result. You should inform your intended higher education provider that you have requested a centre review or appeal.

What is your UCAS personal ID and why is it needed?
Your UCAS personal ID is the ID that is included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.

Stage one - centre review

A. Student request
This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is as the awarding organisation is certain that your grade is as the centre intended.

Centre Name: _____ Centre Number: _____
Student Name: _____ Candidate Number: _____

Qualification title (e.g. AQA GCSE English Language): _____
Teacher Assessed Grade result: _____

Is this a priority appeal?
I am applying to higher education (e.g. university) and wish to appeal an A level or other level 3 qualification result. Yes No **If yes, provide your UCAS personal ID (e.g. 123 456 7890):** _____

Grounds for centre review
Please tick one or both of the boxes if you apply to the review. If you tick both other boxes you will still only submit a request for administrative and procedural errors; the awarding organisation can be certain that your grade is as the centre intended.

Administrative Error by the centre (e.g. the wrong question was recorded against an exam instance) Procedural Error by the centre (e.g. a reasonable adjustment access arrangement was not provided for an eligible student)

Supporting evidence
Please provide a clear explanation of what you believe went wrong and how you think it may have impacted your grade. Please attach clear text.

Acknowledgement
I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the important information for students section above. In submitting this review, I am aware that:
- The outcome of the review may result in my grade remaining the same, being lowered or raised.
- The next stage (Stage Two) the appeal to awarding organisations may only be requested once the centre review (Stage One) has been requested and concluded.

Student Name: _____ Student signature: _____ Date: _____

This can be found on our school website [here](#). The form is called: (Student Name + Year Group) – The Blue Coat Appeals Process – August 2021

To name your file, please can you remove the information in the brackets and then input your information to help us easily identify you in this process. For example:

- (Student Name + Year Group) – The Blue Coat Appeals Process – August 2021

Would become:

- Sam Smith Y11 – The Blue Coat Appeals Process – August 2021

The email address to return this form is: TAGappeals@bluecoatschool.org.uk

You must ensure that you use this email address as the school cannot guarantee they will be able to process your appeal if this address is not used.

We will then complete part '**B: Centre Review Outcome**' and return this to you with our decision and explanation that brought us to this finding.

If at that point you would like to continue with the appeal, you will then be required to complete '**Stage two – appeal to awarding organisation**', and return this section back to us, the school we will then follow this up for you.

It must be noted however, that once a 'Stage two' process has been instigated, you are unable to change your mind and withdraw it, as it then becomes The Blue Coat School's obligation to send it on to the exam board. Once this happens, JCQ would like us to make you aware that your grade is no longer 'locked in' and the outcome of the appeal may result in the grade **remaining the same, being lowered or raised**.

To ensure the appeals process is followed as quickly as possible, JCQ have split it into two distinct groups - 'priority' and 'non-priority' appeals.

- Priority appeal – this 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 result
- Non-priority appeal – this is for A level students where the grade has not affected them attaining their firm choice higher education place or for GCSE students

We have looked at the timeline for each of the groups and have tried to create something that is manageable for both the students and Blue Coat School in order to support all students as best as we can.

Blue Coat School's **Priority Appeal** timeline – for effective student support

10 th Aug – 13 th Aug	Student submits Stage One appeal
10 th Aug – 16 th Aug	Blue Coat conducts Stage One Centre Review
12 th Aug – 19 th Aug	Student submits Stage Two appeal
12 th Aug – 23 rd Aug	Blue Coat submits Stage Two appeal to awarding organisation

Blue Coat School's **Non-Priority Appeal** timeline – for effective student support

Results day – 19 th Aug	Student submits Stage One appeal
Results day – 3 rd Sept	Blue Coat conducts Stage One Centre Review
Results day – 8 th Sept	Student submits Stage Two appeal
Results day – 17 th Sept	Blue Coat submits Stage Two appeal to awarding organisation

It is only the exam board that makes the final decision of the appeal and has the ability to either keep the grade the same, or indeed change it up or down. Once the result has been sent back to the school, we will do our best to inform you as soon as is appropriate.

We ask that you fully familiarise yourself with this process prior to Results Days. If you have any queries or questions regarding this process please do contact us.