



## **Centre Assessed Grades Appeals Policy 2020-21**

West Kirby Grammar School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

In the context of Centre Assessed Grades, candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. In line with the Ofqual guidance, staff have taken into account a range of evidence when they grade students, this can include; work completed in response to assessment material published by the exam board, NEA work, records of student progress, record of a student's performance in performance-based subjects, centre-devised tasks that reflect the specification such as homework, end of unit tests, mock exams. In response to Ofqual's guidance on the awarding of Centre Assessed Grades, candidates' work will be moderated by departments and will then be subject to a centre wide internal quality assurance process to ensure consistency of marking. External quality assurance may also be used if needed.

1. West Kirby Grammar School are unable to discuss the centre assessed marks with candidates or parents/carers prior to the release of the final examination grades to ensure that the information should remain confidential, so as to protect the integrity of the process and enhance the reliability of the data.
2. All students will be informed of the evidence being used to form the centre assessed grade judgement but not necessarily of the grading of this work. Any concerns about the range of evidence used should be raised with the relevant subject staff at the time and not at the point of results collection.
3. Once final results are received, a student/parent can submit a **Stage 1** appeal to the centre on the grounds that an administrative mistake was made in the submission of grades to the board. However, Ofqual have put in place a declaration made by the Head of Centre to confirm that an administrative error check has been undertaken prior to submission to reduce the likelihood of this happening.
4. A student who, on receipt of their results, believes the centre must have made an administrative mistake when submitting their centre assessment grade to the exam board, should ask the Exams Manager to review whether they had made a mistake, including when they submitted data on their behalf to the exam board. Students/parents should be aware that grades could go up, down or stay the same at this stage of investigation.
5. If the centre finds that an error has occurred, they will be able to submit a request to the awarding organisation to correct the error and amend the grade without the need for students/parents to make an appeal to the awarding organisation.

6. If the centre finds that no error has been made, students/parents can move to **Stage 2** of the process, which is referred to as an appeal to the awarding organisation (submitted by the centre on the student's behalf).
7. An appeal should be submitted if the student considers that the centre did not follow its procedure properly, the awarding organisation has made an administrative error, or the student considers that the grade awarded was an unreasonable exercise of academic judgement. Students/parents should be aware that grades could go down, up or stay the same at this time.
8. The awarding organisation will then review the processes that have been followed and whether the grade is a reasonable exercise of academic judgement and will advise the centre whether the grade should remain unchanged or whether further action should be taken to alter the grade. The centre will inform students/parents of the outcome.
9. If the student/parent or centre considers that the awarding organisation has made a procedural error, they can apply to Ofqual's Exam Procedures Review Services (EPRS) to review the process undertaken by the awarding organisation.
10. All students will have the opportunity to access an Autumn Term Examination series should they so wish.

The JCQ flowchart outlining the process for appeals can be found below for further clarification.

## Joint Council for Qualifications Flowchart for Appeals 2020-21

# Appeals Process After results day

Results issued (10/12 August)

1. **Student** asks centre for review because they think there has been an error

*Note: Grades can go up, down or stay the same*

**Centre review:** Centre checks for errors and process issues. Centre wants to change grade?

No

Yes

**Awarding Organisation** checks and issues final grade; may require input from Centre

Centre informs student of outcome

2. If **Student** thinks the error has not been resolved they ask centre for Awarding Organisation appeal

*Note: Grades can go up, down or stay the same*

Centre submits Awarding Organisation appeal

**Awarding Organisation appeal:**  
Have processes been followed, is the grade a reasonable exercise of academic judgement?

No

Yes

**Awarding Organisation** issues final grade; may require input from Centre

**Awarding Organisation** issues final grade

Centre informs student of outcome

3. If dissatisfied, applications may be made to Ofqual's EPRS (Exam Procedures Review Service)