



CENTRE ASSESSED GRADES 2021 APPEALS POLICY

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INTRODUCTION

At all times we will follow the guidance issued by JCQ, this policy summarises and clarifies where necessary our approach but in no way is intended to supersede it.

The JCQ guidance can be accessed here:

https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021.pdf

Students and parents should read the JCQ guidance, this policy and the other key documentation linked to the awarding of grades before proceeding to request an appeal.

OTHER KEY DOCUMENTATION

The links to other key information is below:

- Centre Assessed Grades Policy
<https://www.catmosecollege.com/wp-content/uploads/2021/04/Centre-Assessed-Grades-Policy-April-2021.pdf>
- Catmose College Subject Assessment Record
<https://www.catmosecollege.com/wp-content/uploads/2021/04/CC-Subject-Assessment-Record-April-2021-1.pdf>

The marks and their contribution to the overall grade awarded which will be issued to students on results day.

REASONS FOR AN APPEAL

Any student, including a Private Candidate, may submit a request for a centre review on the grounds that the centre has:

- failed to follow its procedures properly or consistently in arriving at that result, or
- made an administrative error in relation to the result.

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

PROCESS FOR REQUESTING AN APPEAL

All appeals must be submitted to the College, in writing, using the model template provided by JCQ in Appendix B. Printed copies are available on request from the College reception.

There is no charge for an appeal but please note:

GRADES MAY BE RAISED, STAY THE SAME OR BE LOWERED AS THE RESULT OF A REVIEW OR APPEAL.

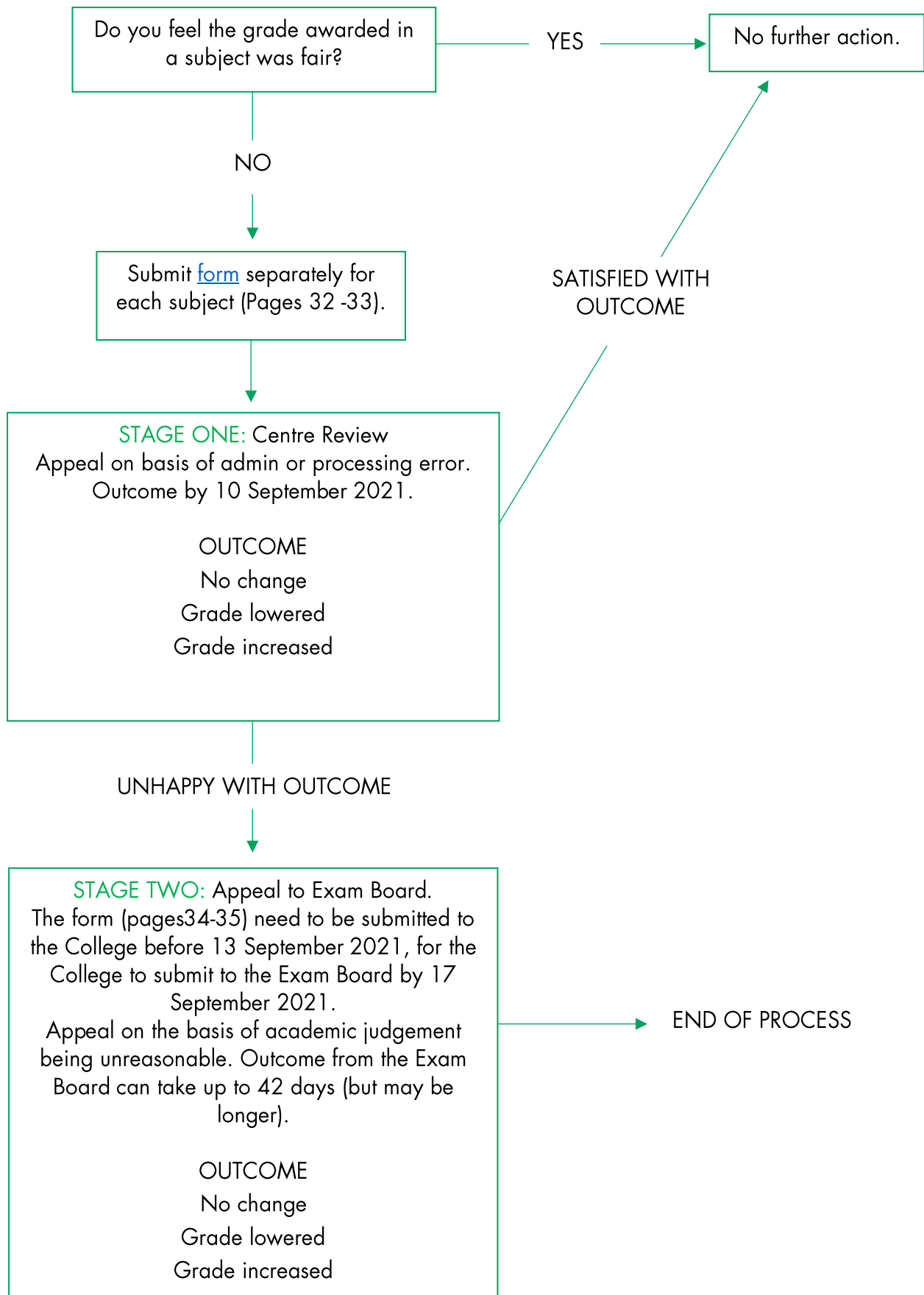
An electronic copy of the form can be accessed here:

https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf

Please note the student, not the parent/guardian must make the request for an appeal. The template needs to be completed and received by the College before the process can begin. If you are posting the form we strongly recommend using recorded delivery.

The first stage of the appeals is a centre assessed review, this must be conducted before any subsequent appeal to an examination board.

Please refer to the flowchart on the following page regarding the process for appeals.



KEY DATES

- Publication of GCE AS and A level results – 10 August 2021
- Publication of GCSE results – 12 August 2021. Students may collect results from the College at 9:00 am.

As each appeal will take considerable time for staff to process, we request that appeals are made as promptly as possible following results day in order that we can endeavour to meet the tight timelines. We will therefore process requests for appeals in the order we receive them with priority requests being considered before non-priority ones are.

All appeals for GCSE results will be considered non-priority and follow the below timelines.

Key dates for non-priority appeals

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

We will inform students of the outcome of Stage 1 once a decision has been reached and no later than 10 September 2021. If we cannot meet this timeline, we will inform students when we will be able to reach a decision.

If students remain dissatisfied of the outcome of the Stage 1 centre review, they must submit a further completed and signed appeal form (Stage 2) before 13 September to give time for this to be processed and provide the required evidence to exam boards by 17 September 2021.

COMMUNICATION

We will acknowledge to the student by email that we have received their appeal. Once received we will be unable to answer further queries about the appeal or take into consideration further evidence not included in the original appeal form.

Students may withdraw their appeal before a decision is reached by emailing office@catmosecollege.com. Once a finding has been made it is not possible to withdraw their centre review application.

Appeal decisions will be communicated in writing as soon after the decision has been reached as reasonably practicable to the student's home address.