



Summer 2021 Exams Appeals Process ("SEAP")

Policy Reference Number

Version

1

Originator

Martin Sullivan

Approved

Senior Leadership Team:

Issue Date

June 2021

Purpose

To give guidance on how the College will be distributing the results and how it is implementing the Appeals process

Information on How we Calculated the Grades

The College used the general guidance issued by JCQ, which is available at <https://www.jcq.org.uk/wp-content/uploads/2021/04/JCQ-Guidance-on-the-Determination-of-Grades-for-A-AS-Levels-and-GCSEs-Summer-2021.pdf>. There is also a guide for students and parents available at <https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf>

How this was implemented at the College was explained in the Centre Policy and you should read this before you decide whether to appeal. The Colleges Centre Policy is available on our Website under Teaching and Learning Tab then grading 2021, or directly from <https://www.solihullsfc.ac.uk/wp-content/uploads/Summit-Summer-2021-Centre-Policy.pdf>.

If you wish to have the data we used to calculate a grade, then the student must consent to this and submit a request for information form. If after having this information, you decide that a student wishes to appeal the grade, then they should follow the procedures laid out below.

Request for Information

After results day you can request that the College shares with you the following information.

- The sources of evidence used to determine your grade along with any marks/grades associated with them. Please note BTEC unit grades and Key Assessment 1 to 4 and 6 and 7 are available on your Tyber record.
- Details of any special circumstances that have been taken into account in determining your grade, e.g. Access arrangements, mitigating circumstances.

Please use the College Request for Information Form in the Appendix A of this Policy.

Appeals Process

The appeals process this summer will be there as a safety net to correct any genuine errors that have not been identified earlier on. If you believe an error has been made in determining your grade, you will have a right to appeal. We recommend that you ask for information if you submitted a special consideration prior to starting a formal appeal, so that you fully understand what was used when calculating the grade and how your grade was calculated.

If after receiving this, you wish to appeal then there are two stages to the process:

JCQ has issued a guide for centres on appeals https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021.pdf

Consent and How your Grades may Change?

At both stages of the appeals process you will need to submit it to the College and give your written consent to conduct an appeal or submit it to the exam board on your behalf.

It is important to remember that your grade can go down, up or stay the same as a result of a Centre Review or an Exam board Appeal

Timescales and Priority Appeals

If you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also tell the College so the College or the exam board prioritises your appeal.

The timeline for priority Appeals

10 August to 16 August 2021	Window for students to request a centre review (Appeal Stage 1)
10 August to 20 August 2021	Centres conduct centre reviews (Appeal Stage 1)
10 August to 23 August 2021	Centres submit appeals to awarding organisations (Appeal Stage 2)

The Timeline for non priority appeals are

10 August to 3 September 2021	Window for students to request a centre review (Appeal Stage 1)
10 August to 10 September 2021	Centres conduct centre reviews (Appeal Stage 1)
10 August to 17 September 2021	Centres submit appeals to awarding organisations (Appeal Stage 2)

The College's window for Stage 2 appeals closes on Wednesday 15 September to enable us to ensure that they are with the Exam Boards by their deadline of Friday 17 September.

Appeal Stage one – Centre Review

If you do not think you have been issued the correct grade, you can appeal to the College who will review whether the following has occurred:

- Made an administrative error, e.g. Submitted an incorrect grade;
- Used an incorrect assessment mark when determining your grade.
- Did not apply a procedure correctly, e.g. Did not follow the Centre Policy,
- Did not undertake internal quality assurance
- Did not take account of access arrangements or mitigating circumstances

If you want to submit a stage one – centre review, then please use the form in Appendix B of the Policy. It is the generic one from JCQ and needs to be completed for every subject you wish to be reviewed.

Please submit your appeals via email to adjustments@solihullsfc.ac.uk

Stage two – Appeal to the exam board

If you still do not think you have the correct grade after the centre review is complete, you can then ask the College to appeal to the exam board on your behalf.

The Exam board will review whether:

- The College made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in determination of your grade from that evidence.
- The College did not apply a procedure correctly e.g. They did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances
- The exam board made an administrative error, e.g. they changed your grade during the processing of grades.

If you want to submit a stage two – Exam Board Review, then please use the form in Appendix B of the Policy. It is the generic one from JCQ, and needs to be completed for every subject you wish to be reviewed.

Please submit your appeals via email to adjustments@solihullsfc.ac.uk

Final Appeal

Finally if you believe the exam board has made a procedural error in handling our appeal you can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.

Request for Information

Should be submitted by the Student from their COLLEGE email address to adjustments@solihullsfsc.ac.uk The reply will be sent to their College email address.

Student Name:	
Student ID:	
Candidate Number (on Tyber):	
Qualifications being Reviewed	
What Information do you wish	
Grades for Key Assessment 9 and 10 or other ones that are not available on Tyber	
The Assessment Record – Redacted for students other than yourself. NB This is an electronic version, not the signed versions.	