



PRESDALES SCHOOL

Achievement for all

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Dear Parent/Carer/Student

Re: Year 11 and Year 13 Teacher Assessed Grades (TAGs) and Appeals

Our TAG process is complete and all grades have been submitted to the examination boards. We have sent off the work requested for the stage 3 quality assurance process and have been informed that we have passed all of the necessary checks.

Please find below information on how appeals will take place this year. This guidance is in line with that published by the JCQ (Joint Council for Qualifications). Whilst it is a long document, it is important that you are fully aware of the content, so please do take the time to read it in detail.

Basis for an appeal

This year, the appeal process is not the same as it has been in previous years. In the past, appeals may be placed on the basis of unfair marking by the exam board, or where students are one or two percent off the grade higher. For this year, there are only four main grounds for appeal, as dictated by JCQ:

1. You think we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.

All data was checked when first inputted onto our internal systems. There was then a checking process when it was uploaded to the examination websites and a further check that the grade a teacher had given was the one submitted to the examination board.

2. You think we have made a **procedural error**: this means we have not properly followed our own process, as approved by the exam board. An example of this would be where you have been told you should have received extra time for assessments but this was not given in a certain subject.

Our Centre assessment policy was approved externally. At each stage of the process, checks have taken place to ensure this policy has been followed. This has been through department meetings and senior team meetings with individual heads of department. We have completed pro forma checklists to ensure our policy has been adhered to.

3. You think the **academic judgement on the selection of evidence was unreasonable**: you think the evidence used to grade you was not reasonable.

Students and parents were informed on 30 May, which pieces of evidence we were using and any concerns raised at that time were addressed. Comments were invited via a google form on any mitigating circumstances or where a student felt access arrangements had not been given. The evidence used in each subject is a decision made by the school.

4. You think the **academic judgement on the grade you were given was unreasonable**:

We are prohibited from sharing the final TAG with students. However, individual marks/scores/percentages/grades were given for each piece of evidence.

Note: **What does 'unreasonable' mean?**

'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade.

This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence.

It also means that the independent reviewers will **not** remark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.

What will be the outcome of an appeal?

At either stage of the appeals process (see 'What are the two stages of an appeal?' below), a student's grade may go up, stay the same, or go down. **When placing an appeal the student will have to sign a declaration saying that they accept the fact their grade may go down and they may get a lower grade than their original TAG.**

Can I withdraw a review request?

You may submit a request for a review but subsequently decide to withdraw it. You are allowed to do this as long as no finding has been made. A Centre review application and an awarding organisation application cannot be withdrawn once a finding has been made. E.g If we determine that an error has been made which results in your grade going down, you cannot withdraw your review at that stage.

What should I do before appealing?

Students must read the JCQ Student and Parent guide before appealing, which will be available on the [JCQ website](#) by results days.

We may not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in normal years, as we have already moderated and quality assured all the grades ourselves.

What are the two stages of an appeal?

All appeals have to come to Presdales School first

Stage 1: Centre appeal

If you feel that you have grounds for appeal, based on any of the reasons above, then you would complete the appeals form. This is a JCQ template which we have chosen to use and is on the school website in the exams section.

We are required to check whether there have been any administrative errors, and check that our policies and procedures were followed correctly. As stated previously, we have already completed these checks and are satisfied that no errors have been made. Any appeals on the grounds of academic judgement can only be considered by awarding organisations and not by Centres. However, stage 1 centre appeal is still needed first.

The outcome of the review will be communicated to the students when it is known.

If we find that a grade should go up or down, we will ask the exam board to change it. They will then consider this request.

Stage 2: Awarding organisation appeal

Following the outcome of a Centre review, students may still choose to pursue an **awarding organisation appeal**. They must fill in the appeals form (same form as for Centre appeals), which we will then send on their behalf to the exam boards. Students and parents cannot send appeals directly to the exam board themselves – it must come from us.

The outcome of the awarding organisation appeal will be communicated to students when it is known.

When will my appeal be dealt with?

This depends on whether your appeal is a **priority** or **non-priority** appeal.

Priority appeals:

Priority appeals will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of 8 September.

Priority appeals are only open to **A level students starting university this autumn, who have missed out on the conditions of their firm or insurance offer**.

If you decide not to confirm a firm conditional offer and to go through clearing instead, JCQ cannot offer you a priority appeal.

Unfortunately, JCQ cannot offer priority appeals for GCSE students.

When making a priority appeal, students will have to include their UCAS number on the JCQ form so JCQ can confirm that it is a genuine priority appeal.

Priority appeal - what do I do? (Only available to A Level students starting university this autumn, who have missed out on the conditions of their firm or insurance offer)

1. Complete the [centre appeal document](#)
2. Email it to priorityappeals@presdales.herts.sch.uk
3. Deadline is **Monday 16 August** (any Centre appeals received after this date will not be processed until September)
4. We will attempt to complete the Centre review by 20 August*
5. Following the centre review outcome, if you wish to progress to an awarding body appeal, you must send us the completed form by **Monday 23 August**
6. We will submit the awarding organisation appeal and inform you of the outcome when we receive it. JCQ have indicated that they will attempt to complete these within 40 days.

**At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g. subject teachers, SEND knowledge). This may not be possible in August. In such cases, we may have to wait until the start of term, but priority appeals will still be treated as a priority.*

Non-priority appeals

Non-priority appeals are any A levels, GCSEs or vocational qualifications, where a firm or insurance university place is not pending. This includes any student holding a place at another school for September.

Non-priority appeals will not be dealt with until September

Non-Priority appeal - what do I do?

1. Complete the [centre appeal document](#)
2. Email it to nonpriorityappeals@presdales.herts.sch.uk
3. Deadline is **Friday 3 September**
4. A centre appeal will take place
5. Following the centre review outcome, if you wish to progress to an awarding body appeal, you must send us the completed form by **Friday 10 September**
7. We will submit the awarding organisation appeal and inform you of the outcome when we receive it. JCQ have indicated that they will attempt to complete these within 40 days.

The non-priority appeals email address will not be monitored over the summer break. Any non-priority appeals sent to the priority appeal email address will be diverted to the correct mailbox and dealt with in September

It is important to note that you cannot submit more than one appeal per subject (i.e. a student would not be able to appeal on grounds of unreasonable academic judgement and then submit a new appeal regarding procedural error. They could, however, appeal on both grounds at the same time)

What should I do if I do not get into my first choice of university?

First, do not panic. Speak to the sixth form team about your options. You may wish to go through clearing, or sit the autumn exams or summer exams next year to try to improve your grade.

If you are going to appeal your grade, you must let your university know you are appealing. They will then let you know whether they will hold a place for you pending the outcome of an appeal (note that universities are not obliged to hold a place for you; this is at their discretion).

What do I do if I do not get the grades for sixth form?

As in previous years, we will inform students on results day as to whether they have been accepted into sixth form. Students who have not met the entry requirements will be offered a meeting to discuss next steps. This may include choosing another subject which they have the entry requirements for, or applying to other schools.

We have discussed the appeals process with other schools and have agreed locally that students will not have pressure put on them to appeal results during the summer. If you have applied to another school for sixth form, you do not get the grades needed, and you feel you have grounds for appeal, please be reminded that your appeal will not be dealt with until September.

Results days

A Level results day **Tuesday 10 August** Results available from 8.30am

GCSE results day **Thursday 12 August** Results available from 8.30am

Information about the results days have already been shared with students and parents.

Autumn series examinations

As with last year, schools were required to offer students the opportunity to take a GCSE or A Level examination in the autumn term if they wanted to try and improve on the grades they had been awarded. My personal opinion is that examination organisations will again steer students towards these examinations if students are not satisfied with the results they are awarded this year.

The deadline for entries are:

A Level 8 September 2021

GCSE 4 October 2021

[Information about how to enter for the autumn series can be found on the school website in the examinations section.](#)

It is possible that any student who has submitted an appeal may not have an outcome by these dates. In this circumstance, you are advised to enter for the examination by the dates above, and then withdraw if your appeal is successful.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'M Warren', is positioned above the printed name.

Matthew Warren
Headteacher