**Teacher Assessed Grades: Appeal Process**

The college has taken multiple steps to make sure that the Teacher Assessed Grades fairly reflect your performance. The grades have been determined using teachers' judgements, based on a range of evidence like mock exams, coursework, in-class tests, and more. Our teachers have all received clear guidance and support regarding grading and making objective decisions to ensure that these grades are correct.

For more information on how grades have been awarded and the process that ensured they are fair, please see the: Centre Policy for determining Teacher Assessed Grades for Summer 2021: Carmel College. This is available on our website.

If you think an error has been made in your grade for a specific subject, an appeals system is in place as a safety net for exceptional circumstances, and to fix any genuine errors that have not been identified in the process.

At 8:30 am on results day 10th August 2021 you will be able to access, via our Connect system in your student profile, your subject TAG grades and the evidence used to arrive at your grade. This will include a TAG evidence grading sheet and your student notes including details of any variations in the evidence base applied along with any special circumstances considered. Your progress information throughout the course will also be available.

Should you wish to begin an appeal, the process will be accessed via the banner on CONNECT. Please note that JCQ regulations state that grades can go up or down or stay the same – and that by submitting a review you will have consented to this.

Please liaise with our exams officer Louise Clark, tagappeals@carmel.ac.uk, who will ensure that your appeal is dealt with by the correct person, and if required liaise with the awarding organisation.

The appeal process has two stages; a Stage One Appeal must be completed before a Stage Two Appeal can be started.

Appeals will be submitted via the interactive JCQ Student Request Form for Centre Reviews and Appeals to Awarding Organisations which will be found via Connect. You will be required to provide a short explanation of what you believe went wrong and how you think this has impacted your grade. A separate form will be required for each subject grade that you wish to appeal.

When you have completed the correct section of the form please email it to, tagappeals@carmel.ac.uk. The appeal will be dealt with and you will be informed of 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 centres. Any student who believes that the centre’s decision to withdraw an entry due to]
insufficient evidence on which to determine a Teacher Assessed Grade, or not to make an entry in the first place, must raise such concerns through the centre’s complaints process.]

**Stage One Appeal – a centre review**

You may submit a request for a centre review by completing Section A ‘Student Request’ of the JCQ Student Request Form. You may appeal on the grounds that the centre has either:

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

**Procedural**

The types of procedural failure you may raise and a centre will need to check may include:

- the existence and consideration of mitigating circumstances at the time of an assessment
- the provision of agreed access arrangements/reasonable adjustments for an assessment
- the process for determining and quality assuring grades.

**Administrative**

- An example of a centre administrative error is the transposing of grades for students with similar names. Such factual errors should be easy to identify and determine.

**Dates**

Stage One Appeals should be submitted by:

<table>
<thead>
<tr>
<th>Date</th>
<th>Priority Appeals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 August 2021</td>
<td>This is 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 or other Level 3 qualification result. For reviews where a higher education place is dependent on the outcome of an appeal, students must include their UCAS personal ID. The student should also notify their preferred higher education provider that a review has been requested at the earliest possible opportunity so they can decide how to handle their offer.</td>
</tr>
<tr>
<td>3 September 2021</td>
<td>All other cases.</td>
</tr>
</tbody>
</table>
Appeals will be dealt with promptly, within a working week, and you will be informed by completion of Section B of the interactive form – the Centre Review Outcome.

**Stage Two Appeal – appeal to awarding body**

You can only make a Stage Two Appeal after you have received the outcome of your centre review. You may submit a request for an awarding body review by completing ‘Stage Two’ of the JCQ Student Request Form.

Appeals to awarding organisations must be submitted via the college not directly from students or parents. Once the college has submitted the appeal to the awarding organisation, we will confirm to you that it has been done.

We will submit an appeal to the awarding organisation if you consider that:

- We did not follow our procedure properly or consistently in arriving at the result, or during the centre review
- the awarding organisation made an administrative error concerning the result
- we made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of that grade from the evidence.

The appropriateness of a Centre’s procedure will have been checked by the awarding organisation as part of its external quality assurance. The question on appeal is whether the Centre followed that procedure properly and consistently in arriving at the Learner’s TAG.

**The focus of any appeal regarding academic reasonableness, will be on whether the Teacher Assessed Grade was unreasonable and not that any other grade or mark would have been reasonable.** The Teacher Assessed Grade is holistic in nature, the awarding organisation’s independent reviewer will take a similarly holistic approach to their decision-making. The purpose of the independent review is not to review the marking of individual assessments.

**Dates**

Stage Two Appeals should be submitted by:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 August 2021</td>
<td>Priority Appeals.</td>
</tr>
<tr>
<td>17 September 2021</td>
<td>All other cases.</td>
</tr>
</tbody>
</table>

**Further information**

Please find a link to the JCQ Appeals Guidance Summer 2021 [here](https://www.jcq.org.uk/jcq_appeals-guidance_summer-2021/)

The DFE ‘Education Hub’ blog provides the following frequently asked questions.
What can I do if I think there has been an error with my grade?

Teachers will tell you what evidence is being used to determine your grades and you will have the chance to raise any issues before grades are submitted. Schools and colleges should also have taken account of reasonable adjustments and access arrangements.

If you think a grade is incorrect when you receive your results, speak to your school or college in the first instance and request a centre review – an internal review by your school or college - so they can check for any errors.

If you still think your grade is incorrect after your school or college has checked it, you can ask them to appeal to the exam board. You should be aware that on appeal, grades could go up, down, or stay the same and the exam board’s decision will be final.

You should consider carefully if appealing is the right course of action for you. An appeal will only be successful if either an error is found or the grade awarded or the selection of evidence are found to be an unreasonable exercise of academic judgement.

The exam boards will not be able to consider appeals that are based solely on differences of opinion. If you want to improve your grade you might want to consider entering for the autumn exam series.

If I think there has been an error and want to appeal my grade, do I do that with my school or college or exam board?

You should raise any request with your school or college who have been encouraged to support students and follow the process that your school or college has defined.

Your school or college will conduct a centre review to check if there were any administrative errors when the grade was submitted and to check they have followed their procedures correctly. If you still think your grade has been awarded in error after the result of the centre review, your school or college must submit an appeal to the exam board on your behalf, if you ask them to do so.

The exam board will carry out an independent review of the process followed and whether the overall grade awarded was a reasonable exercise of academic judgement based on the evidence or if the selection of evidence used was a reasonable exercise of academic judgement.

In some cases, the exam board may need to ask your school or college to reassess your grade or the evidence that was used in determining your grade.
Once the review is complete, the exam board will decide a final grade for you. **If the final grade is lower than the original teacher assessed grade, it will go down. If the result is higher, it will go up.** Once the final grade has been issued after the review, it will be final.

**What might happen to my grade during the centre review and appeals process?**

If you request a centre review or an exam board appeal, there are a range of possible outcomes:

- Your original grade is changed, so your final grade will be different than the original grade you received. Your grade can go up or down.
- Your original grade is confirmed, so there is no change to your grade.

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.

**When do I need to submit my request?**

There are priority and non-priority appeal routes. Priority appeals are 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 or other Level 3 qualification result. All other appeals must follow the non-priority route.

You should submit a request for a centre review by 16 August 2021 for a priority appeal, or by 3 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 this on your behalf.

Schools and colleges submitting requests for awarding organisation appeals on behalf of students should do so by 23 August for a priority appeal and 17 September for non-priority appeals.

**How will this affect my university or college place?**

If you have not met the conditions of your firm choice on a higher education course you are eligible for a priority appeal and will need to submit your request for a centre review by 16 August. It is important that you submit your request for a centre review before this deadline to enable this process to happen swiftly.

UCAS has encouraged HE providers to move their advisory deadline to 8 September, giving students additional time to meet the academic terms of their offer. **Students who do decide to appeal, should contact their preferred higher education provider to make them aware.**