

## Student FAQ

### Summer 2021 Sources of Evidence, Centre Reviews and Appeals

Please see the Summer 2021 portal for all documentation.

- If you would like to discuss sitting any examinations in the Autumn term, please contact the Examinations Officer: Vanessa McDonald ([vmcdonald@callingtoncc.net](mailto:vmcdonald@callingtoncc.net)) by no later than 5 September for GCE/Level 3 and no later than 17 September for GCSE/Level 2.

#### The arrangements for appeals

Section 5.4 of JCQ Appeals Guidance Summer 2021 (A guide to appeals processes – Summer 2021) states:

To decide whether to request a review, students will need access to certain information before results day, or on results day, if it has not already been made available to them. This must include:

- the centre policy
- the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
- details of any variations in evidence used based on disruption to what that student was taught
- details of any special circumstances that have been considered in determining their grade, e.g. access arrangements/reasonable adjustments or mitigating circumstances such as illness

Key Dates for **priority** appeals ONLY\*

Date	Qualification type
12 August 2021 (noon deadline)	Deadline for student/candidates to request a <b>Stage 1 - centre review</b>  <b>Please note that requests for sources of evidence will need to be submitted on the results day of 10 August and no later than 11 August (noon)</b>
18 August 2021	Deadline for student/candidate to request a <b>Stage 2 - appeal to awarding organisation</b>

**A priority appeal\*** is 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.

Key dates for **non-priority** appeals

Date	Qualification type
1 September	Deadline to request sources of evidence
8 September 2021	Deadline for student/candidates to request a <b>Stage 1 - centre review</b>
13 September 2021	Deadline for student/candidate to request a <b>Stage 2 - appeal to awarding organisation</b>

For questions that can't be answered by Ofqual guidance about the results we will provide access to school staff on both results days (10th August for Post 16 and 12th August for GCSE/Level 2).

There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation

Callington Community College will support its students/candidates through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Callington Community College for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

**Initial Stage:** Sources of evidence are to be requested from the Examinations Officer Mrs Vanessa McDonald ([vmcdonald@callingtoncc.net](mailto:vmcdonald@callingtoncc.net)) no later than **9am 1 September 2021**.

Once this information has been reviewed the candidate can decide if they wish to progress to Stage 1.

### **Stage 1 – Centre review**

- If a student/candidate does not consider they have been issued with the correct grade, they can submit a request to Mrs Vanessa McDonald ([vmcdonald@callingtoncc.net](mailto:vmcdonald@callingtoncc.net)) to check if an administrative or procedural error has occurred
- Mrs Vanessa McDonald ([vmcdonald@callingtoncc.net](mailto:vmcdonald@callingtoncc.net)) will email the student/candidate, a copy of the *JCQ Student Request Form for A Centre Review* saved in the candidate's name and candidate number, as an attachment
- On receipt, the student/candidate should open the attachment, read the important instructions, fully complete *section A. Student request* of the *Stage one – centre review* form including electronic signature and date (Please note that the signature may be typed into the signature box provided the completed form is returned using the candidates **College email address**). The form should be saved and returned as an email attachment.
- The outcome of the centre review may result in the student's/candidate's grade remaining the **same**, being **lowered** or **raised**
- On completion of the review Mrs Vanessa McDonald ([vmcdonald@callingtoncc.net](mailto:vmcdonald@callingtoncc.net)) will complete *section B. Centre review outcome* form and share with the student/candidate as a record of the outcome, in sufficient time prior to the relevant College appeal to awarding organisation deadline
- If an administrative or procedural error is found, Vanessa McDonald (Examinations Officer) will submit a request to the awarding organisation to correct the error and amend the grade without the need to submit an appeal to the awarding organisation

### **Stage 2 – Appeal to the awarding organisation**

- An appeal to the awarding organisation will only be submitted if the first stage, **centre review**, **has been completed** and the outcome of the first stage has been issued to the student/candidate

- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the student/candidate wants to improve their grade they may want to consider entering for the autumn exam series
- If the student/candidate believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the student/candidate considers that the grade awarded was an unreasonable exercise of academic judgement\*\*, the student/candidate can submit a request to Vanessa McDonald (Examinations Officer) to proceed with an appeal to the awarding organisation on their behalf
- To proceed, the student/candidate must complete the *Stage two – appeal to awarding organisation* section of the form, including electronic signature and date (Please note that the signature may be typed into the signature box provided the completed form is returned using the candidates **College email address**). The form should be saved and returned as an email attachment, in sufficient time prior to the relevant College appeal to awarding organisation deadline
- Vanessa McDonald (Examinations Officer) will then submit the appeal on the student's/candidate's behalf according to the requirements of the awarding organisation to which it is being submitted
- The awarding organisation will determine the grade at appeal and the outcome will be final
- The outcome of the appeal may result in the grade remaining the **same**, being **lowered** or **raised**
- There is no further opportunity to appeal the outcome to the awarding organisation
- The awarding organisation's appeal outcome letter will be provided by post/email to the student/candidate by Vanessa McDonald (Examinations Officer) without delay/as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre
- Should the student/candidate still remain concerned their grade was incorrect, they may be able to apply for a procedural review
- The appeal outcome letter will include the next appropriate steps, where applicable, to apply for a procedural review to the Exam Procedures Review Service (EPRS)

**Note** - 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.

\*\*An exercise of judgement will **not be unreasonable simply because a student considers that an alternative grade should have been awarded**, even if the student puts forward supporting evidence. There may be a difference of opinion without there being an unreasonable exercise of judgement. The reviewer appointed by the awarding organisation **will not remark individual assessments** to make fine judgements but **will take a holistic approach based on the overall evidence**.

JCQ state that that the definition of reasonable, for the context of this process, is as follows:

*Reasonable in this context allows for normal variation in academic judgement between two professionals with appropriate subject knowledge and understanding of the Ofqual and JCQ requirements. The teacher's exercise of judgement will not be considered unreasonable simply because an alternative exercise of judgement would have resulted in a more or less favourable*

*result for the individual student. The teacher's judgement will be considered unreasonable only if it is such that no teacher acting reasonably could have reached the same judgement.*

[Appendix F: https://www.jcq.org.uk/wp-content/uploads/2021/06/JCO\\_Appeals-Guidance\\_Summer-2021.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/06/JCO_Appeals-Guidance_Summer-2021.pdf)