



Thomas Telford UTC – Summer 2021 Appeals Process

FOR A/AS LEVELS AND GCSES FOR SUMMER 2021



Centre Policy for Appeals – summer 2021: Thomas Telford UTC

Statement of intent

This section outlines the purpose of this document in relation to our centre.

Statement of Intent

This section provides details of the purpose of this document, as appropriate to our centre:

The purpose of this policy is:

- *To set out clear guidance on when students will receive their results.*
- *To support our students and their parents by offering guidance on how the appeal process will work this year.*



When Will I Receive my Grades and What Happens Next?

This section of our Centre Policy outlines how grades will be received and the steps Thomas Telford UTC can take to appeal a grade that has been awarded.

When will Grades be Awarded?

This section gives details on when grades will be awarded.

- AS and A Level students will receive their results on Tuesday 10 August 2021.
- GCSE students will receive their results on Thursday 12 August 2021.

What Happens Next? Appeals

This section provides details of the approach to rectifying any errors that may have occurred. Although everyone has worked extremely hard to ensure all students are awarded with the correct grades on results day, there will also be an appeals system as a safety net to fix any genuine errors that were not identified earlier on in the grade awarding processes.

Should a student believe an error has occurred in determining their grade they can appeal to Thomas Telford UTC who will review whether they:

- Made an administrative error, e.g. we submitted an incorrect grade, used an incorrect assessment mark when determining your grade;
- Did not apply a procedure correctly, e.g. we did not follow our Centre Policy, did not undertake internal quality assurance; did not take account of access arrangements or mitigating circumstances, such as illness.

The Stages of Appeal

This section provides details of the stages of appeal that are open to students.

Should a student believe an error has been made in determining their grade, they will have a right to appeal. There are two stages to the appeal process.

Stage 1 Appeal – Centre Review

If a student believes they have been awarded an incorrect grade they may appeal directly to Thomas Telford UTC. Thomas Telford UTC will review whether:

- An administrative error was made e.g. an incorrect grade was submitted to the awarding body; an incorrect assessment mark was used when determining the grade.
- A procedure was incorrectly applied, e.g. the Thomas Telford Centre Policy was not followed; internal quality assurance was not undertaken; access arrangements were not accounted for neither were mitigating circumstances such as illness.
- Made an administrative error, e.g. they Teachers making judgements will have regard to the Ofqual Head of Centre guidance on recommended evidence, and further guidance provided by awarding organisations.

In order for a decision to be made by a candidate on whether to appeal, the candidate can request that Thomas Telford UTC shares with them the following information on results day, if not before:

- Thomas Telford Centre Policy
- Sources of evidence used to determine the grade along with any grades/marks associated with them
- Details of any special circumstances that may have been taken into account in determining the grade e. g. access arrangements, mitigating circumstances such as illness.

Stage 2 Appeal – Appeal to the Exam Board

Should a student still believe that an incorrect grade has been awarded after the centre review has been conducted and completed, and they can demonstrate that the grade awarded does not reflect the evidence that has been used, they may request that Thomas Telford UTC appeals directly to the exam board on their behalf. The exam board will review:

- If Thomas Telford UTC made an unreasonable exercise of academic judgement¹ in the choice of evidence from which the grade was determined and/or in the determination of the grade from that evidence.
- Thomas Telford UTC 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, such as illness.
- The exam board made an administrative error, e.g. they amended the grade during the processing of grades.

¹ A reasonable judgement is one that is supported by evidence. 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 will not remark individual assessments to make the final judgements but will take a holistic approach based on the overall evidence



At both stages of the process the student will need to submit their appeal to Thomas Telford UTC giving written consent to conduct the appeal or submit it to the exam board on their behalf. Students are to be reminded that **grades can go down, up or stay the same** through either stage of the process and could potentially affect a cohort rather than an individual's grade.

Should a student have a place at university that is dependant upon an appeal, it is the student's responsibility to inform the university in order that they decide on how to approach the offer. It is also the student's responsibility to inform Thomas Telford UTC so that they request the exam board prioritises the appeal. The timelines for priority and non-priority appeals will be as follows:

10 August 2021 to 7 September 2021: priority appeals window

- **10 August 2021 to 16 August 2021:** student to request centre review
- **10 August 2021 to 20 August 2021:** Thomas Telford UTC conducts centre review
- **11 August 2021 to 23 August 2021:** Thomas Telford UTC submits appeal to exam board

- **10 August 2021 to end October 2021:** majority of non-priority appeals take place
 - **10 August 2021 to 3 September 2021:** student to request centre review
 - **10 August 2021 to 10 September 2021:** Thomas Telford UTC conducts centre review
 - **11 August 2021 to 17 September 2021:** Thomas Telford UTC submit appeal to exam board

Should a student believe the exam board to have made a procedural error in handling their appeal, they may apply to Ofqual's Exam Procedures Review Service and review the process undertaken by the exam board.

