**Appeals Process for GCSE 2021**

*These guidelines have been taken from the recent “Guide to Appeals Processes – Summer 2021 Series” and provide further guidance alongside the parent guide.*

*Priority appeals can only be made by year 13 students. All year 11 students are classed as non-priority and as a result, timeframes are different.*

*All correspondence for appeals must be directed to* [*results@ellowes.dudley.sch.uk*](mailto:results@ellowes.dudley.sch.uk) *Any requests or queries that are not processed through this channel will not be open to appeal.*

*The timeline for appeals is as follows:*

|  |  |
| --- | --- |
| *12th August – 3rd September* | *Stage 1 Appeal window. All requests for appeal will be dealt with in a timely manner and no later than 3rd September. This is known as a centre review appeal* |
| *No earlier than 23rd August – 17th September* | *Stage 2 Appeal window. Following an unsatisfactory centre review, all templates and correspondence must be submitted to the awarding organisation for deliberation. Awarding organisations have set aside 42 calendar days to respond to a stage 2 appeal.* |

*This flowchart documents the processes that will be followed between 12th August and 17th September for any student wishing to appeal their teacher assessed grade.*

**Stage One – Centre Review**

**This must be followed by every student wishing to appeal their grade regardless of the reasoning.**

Centre Policy

Document completed by the school and submitted to JCQ to confirm what evidence and processes would be followed in 2021

Student checks grade and does not feel it reflective of the grade they believed they were going to get.

Using school website link, student reads centre policy to confirm they still wish to appeal

Administrative or Procedural?

Admin – A piece of data has been entered incorrectly

Procedural – School haven’t followed what they said they would

Student will receive a copy of the centre outcome where the grade could be raised, maintained or lowered

School will carry out a centre review with relevant staff and files. Deadline 3rd September

Student receives a holding email to confirm receipt of their request.

Using template of request on website, student completes stage one template and submits to email address

Student decides if this is administrative or procedural

Centre Review

Carried out internally

**Stage Two – Appeal to Awarding Organisation**

Text Boxes

Students opportunity to explain why this appeal is being requested

Student MUST complete the text boxes in support of appeal where it is deemed compulsory

Student will revert to template on school website and access stage 2 template. Deadline 17th September

School will communicate outcome of appeal within 48 hours or receiving result

Exam will report back to the centre a rejected or upheld appeal decision and the outcome

Exam board use an independent reviewer to complete review. 42-day window to complete

School completes the checklist (copy on website for reference) & alongside evidence used for grading, sends to exams board

Template returned to results email and a confirmation receipt will be sent

Independent Reviewer

Assessors appointed by exam boards to carry out the review

Reject or Upheld?

Reject – Evidence is not substantiated of appeal and appeal is closed

Upheld – Evidence is substantiated and grade will be reviewed and set by reviewer

Any further appeal after this process that is not felt to be complete must then be referred to Exam Procedures Review Service via Ofqual. Further information regarding this has yet to be confirmed. Any updates will be loaded to school website.

*Please note – All templates are in PDF format. Whilst boxes can be word processed, all signatures must be wet signed and therefore we recommend scanning the completed templates. In the event that a scanner is not available, please email* [*results@ellowes.dudley.sch.uk*](mailto:results@ellowes.dudley.sch.uk) *with confirmation of your appeal and post back to school address, in an envelope clearly addressed to Ms L Jones – Deputy Headteacher*