

Appeals

Full guidance on appeals this year is available on our website and attached at the end of this letter. Students must read this guidance carefully before considering an appeal or contacting school.

For students in Y11 applying for sixth form, it is important to note that places will not be held open whilst appeals are completed. If a student's grades differ from provisional offers, we will look to support students to find places on alternative courses or at alternative centres.

It is the right of students to be able to appeal results this year, but in all cases students must understand the following important things:

- results can go down as well as up, or remain unchanged
- only a student can request an appeal – it cannot be done by a family member
- appeals can take time to process and complete (see guidance)
- **priority appeals (those affecting a Y13 student's first choice of university or college) will be dealt with first by the school** – all other appeals will be dealt with in due course
- an appeal is only for a specific grade – each grade must be appealed individually if a student wishes to appeal multiple results
- you should not appeal just because you disagree – you must have grounds for appeal
- every school will have applied the criteria differently and been checked by the exam board – the fact that similar evidence may have been used or considered differently is the professional judgement of the teachers and not a reason for appeal
- the final grade being less than the UCAS prediction is not a valid reason for appeal
- students can always consider re-sitting an exam in the autumn instead of an appeal

All appeals will be handled through appeals@ecgbert.sheffield.sch.uk and a student must contact this email address in order to begin the appeal process. Ideally, this should be done via their school email account.

As we said last year, results are the passport to the next phase of education, training or employment. The process of appealing is likely to be lengthy and can be stressful. So, the first thing every student should ask before appealing a grade is whether the appeal will change their destination.

- Have they got onto the course they want?
- Have they got a place at the university or college they wanted?
- Have they been given a place on the apprenticeship they wanted?
- Will the appeal change those things?

In many cases, the answer is no. Of course, students can still choose to appeal, but they should do so in the full understanding that the teachers have awarded these grades on the evidence that they had. They have given the best grades they could give.

We would encourage students who may be undecided in this area to speak to a member of the sixth form team for advice.

Finally, thanks go to all students and families who have worked with us over the past few years and completed their course at King Ecgbert School. None of us imagined that we would be celebrating results in these circumstances, and students should be proud of what they have achieved, especially considering the burden that Covid-19 has placed upon us all.

We wish all our students the very best for the future.

Teacher Assessed Grades 2021 – Appeals Process

This document is to support those students who wish to appeal their final grade for a particular subject this summer.

It is the right of every student to appeal grades if they feel an incorrect grade has been awarded.

Please read this document carefully before making any decisions about submitting an appeal.

What are the reasons I can appeal?

The grounds for appeal are as follows:

- There were **administrative errors** by the school. These could include:
 - An incorrect grade being inputted or sent to the exam board.
 - An incorrect piece of evidence being applied by the teacher during the grading process (e.g. an incorrect mark being recorded, different pieces of work being used than was published to all students previously...).
- There were **procedural** errors by the school. These could include:
 - Failure of the centre to take into account access arrangements or make allowance for permitted reasonable adjustments¹.
- An incorrect grade being awarded based on the evidence used*. This could be as a result of an *unreasonable use of academic judgement*. This appeal can only be made at the **second stage of appeals** – please read on for information.

What should I consider before appealing?

There are several important things to consider being submitting an appeal:

1. An appeal can result in grades going down, going up or staying the same.
2. An appeal can be made if the evidence*² suggests the grade may be incorrect, but where the teacher's professional judgement has been applied to that evidence, it is likely that the appeal will be unsuccessful as the teacher's judgement will be supported if there is a simple 'difference of opinion'.
3. An appeal cannot be made on the basis that the TAG is lower than the UCAS grade or Sheffield Progress grade.

What is the deadline for appeals?

For all Y13 and Y14 students appealing a grade that affects their *firm choice for a place in higher education*, the deadline to submit an appeal to school is **Monday 16th August 2021**.

For all Y11 and other non-priority appeals, the deadline to submit an appeal is **Friday 3rd September 2021**.

How do I appeal?

Families should be aware that an appeal must be made by the student, not a parent or carer.

The appeal should be completed on the JCQ appeals form which is sent to you by the school once you have registered your intention to appeal.

¹ Teachers will have stated on a student's Assessment Record whether this information was taken into account. Please see 2 below.

² All evidence used to form a TAG is retained by the school on a student's Assessment Record and a breakdown of this evidence can be obtained by a student upon request. This must be done on a subject-by-subject basis.

Initial Appeal – Request your information

The first thing to do if you think you wish to appeal a grade is to email appeals@ecgbert.sheffield.sch.uk and tell us which grade you wish to appeal and briefly why.

PLEASE DO NOT CONTACT INDIVIDUAL MEMBERS OF STAFF REGARDING AN APPEAL – USE THE APPEALS ADDRESS ABOVE TO COMMUNICATE WITH US.

We will reply to you with your Assessment Record (which contains the evidence and grades used to form the Teacher Assessed Grade) and the JCQ appeals form.

You should look at your Assessment Record and decide if you still wish to proceed with an appeal.

Please note that you will need to complete a separate JCQ form for each grade you choose to appeal.

Stage One – Centre Review

You should complete Part A [Student Request] of the appeals form. You must first ask the school to check for either an administrative error or a procedural error in your grade.

Please note that you cannot challenge the judgement of the grade at this stage. You must first ask us to check the administrative or procedural process.

You must email the form with Part A filled in to appeals@ecgbert.sheffield.sch.uk. You must sign (just your name in writing is fine) as well as filling in your name and date before you send the form back. Please title your email PART A.

The school will email back as soon as possible with the response to your appeal. This will be completed in Part B of the form.

If the appeal is successful, the school will inform the examination board of the change of grade.

If the appeal is unsuccessful you may wish to move onto Stage Two. However, you may feel at that stage that the appeal is concluded and you do not wish to proceed any further.

Stage Two – Appeal to an Examination Board

If you are still wishing to appeal the grade you should now complete Stage Two of the JCQ form that was returned to you after an unsuccessful appeal.

You must once again specify the grounds for appeal you have. At this stage you can also appeal based on the selection of evidence the teacher used or the judgement made when awarding the Teacher Assessed Grade.

Whichever grounds for appeal you wish to pursue, you **must** complete the relevant section on the form, giving a clear explanation about why you feel the grade is wrong.

You must email the completed form with Part B now completed to appeals@ecgbert.sheffield.sch.uk. You must sign (just your name in writing is fine) as well as filling in your name and date before you send the form back. Please title your email PART B.

The school will send this information to the examination board and await their decision.

Please do not send any communication about appeals to any other email address in school (either teaching staff, exams office or year managers). All appeals must go through the email address indicated above.