

July 2021

Dear Parents/Carers

Appeals

Teacher Assessed Grades (TAGs) for Year 11 & 13 students have been uploaded to the exam boards. The TAGs have been arrived at following a rigorous internal quality assurance process in line with Fullbrook's Centre Policy. The exam boards have also applied external quality assurance checks, following the upload of grades on June 18.

We are confident that the grades received on results day are fair and consistent. However, as a safety measure to correct any genuine errors that may not have previously been identified, there will be an appeals process in place for students to follow if they believe an error has been made in determining their grade.

There are two stages to the appeals process:

Stage 1: School/Centre Review

- This is a check for an administrative error which may have occurred when uploading the grades (e.g. the wrong grade has been entered)
- Or a check for a procedural error, where the Centre Policy has not been followed (e.g. access arrangements not applied)

To help decide whether an appeal is required, we have previously shared with you the following information:

- Basket of evidence for each subject (available in SLE)
- Centre Policy ([Centre Policy](#))
- Exam/Assessments Access Arrangements (via 1:1 meeting with Learning Support Team)

We are now able to share the raw marks/scores for each of the components that comprise the basket of evidence for each subject. It is important to note that these raw marks/scores do not correspond to a uniform grade boundary and the contribution of each basket of evidence will vary. For example, for subjects who have an NEA component, the contribution of this component will complement the specifications set out by exam boards. JCQ policy does not permit schools to share information about final grades/that infers final grades.

Where special consideration has been applied for, this will be factored into the raw marks/scores for the specific aspects of each basket. These raw marks/scores will be sent via email, to the students' school address, on Monday July 5.

We are confident that being transparent in providing students with this information in advance of results days will significantly reduce the need for appeals in August.

Stage 2: Appeal to the exam board

If a student still doesn't think they have the correct grade after the school/centre review is complete, they can ask school to appeal to the exam board, who will review whether:

- Fullbrook made an unreasonable exercise of academic judgement in the choice of evidence from which the grade was determined and/or in the determination of your grade from that evidence
- Fullbrook did not apply a procedure correctly (in line with the Centre Policy)
- The exam board made an administrative error

Please note:

- They can only make a Stage 1 School/Centre Review following the publication of results.
- At both stages of this process, the student (not the parent/carer) must submit the appeal to Fullbrook and give their written consent to conduct the appeal on their behalf.
- It is vital to remember that the grade could go **UP** or **DOWN (or remain the same)** through either stage of the process
- A Stage 1 School/Centre Review must be completed and the outcome received by the student before progressing to a Stage 2 exam board appeal.

Making a School/ Centre Review

If a student wishes to apply for a School/Centre Review, they should do so by visiting the school website <https://www.fullbrook.surrey.sch.uk/exam-summer2021/>. Here, the appropriate request form can be downloaded. Once completed, it should be emailed to grades2021@fullbrook.surrey.sch.uk

Priority Appeals

The deadline, set by exam boards, for a school/centre review (stage 1) priority appeal is August 16. The exam board deadline for a subsequent awarding organisation appeal (stage 2) is August 23. Therefore, to allow adequate time for Fullbrook to prepare the appeal, the school deadline for requesting a stage 2 appeal is August 19. A priority appeal is for any student who has applied to higher education and 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. Students should notify their intended higher education provider and keep them informed regarding the status and outcome of the appeal.

All other appeals

Any school/centre review request (stage 1) that is not a priority appeal, received **by** August 13 will be processed and decided by September 3.

Any stage 1 appeals received **after** August 13 will not be processed **until** after September 3.

Any subsequent stage 2 appeals that are not priority appeals, will be processed and submitted to exam boards **from** September 3.

The window for students to request a centre review (non-priority stage 1) closes on September 3.

	Priority Appeals	Non-priority Appeals
Deadline to request Stage 1 Centre Review	16 August 2021	03 September 2021
Deadline to request Stage 2 Exam Board Appeal	19 August 2021	10 September 2021

Following the outcome of an exam board appeal, if the student believes the exam board has made a procedural error in handling the appeal, they can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.

For a copy of 'Guidance for students, parents and guardians: GCSEs and AS/A Levels in England Summer 2021' visit the JCQ website:

<https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Studentsand-Parents-on-Summer-2021.pdf>

The DfE has also published information for students about appeals, which can be viewed using the link below:

<https://dfemedia.blog.gov.uk/2021/06/09/exam-appeals-what-can-i-do-if-i-think-my-grade-is-wrong-how-do-i-appeal-what-will-happen-if-i-appeal-your-questions-answered/>

If you are unable to access any of the links / documents outlined in this letter and require a paper copy, please contact us via the school phone number, 01932 349301.

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چاہیے تو برائے مہربانی مریم موسا سے
رابطہ کرے ان کا نمبر

07968834286

Yours sincerely



Mrs K Moore
Principal