



Policy approved by the CEO in May 2021

A handwritten signature in black ink that reads "Julie Hollis".

Julie Hollis  
CEO  
The Cranmer Education Trust

## **TAG Review and Appeal Policy**

**Summer 2021**

## CONTENTS

CLAUSE	PAGE
1 INTRODUCTION.....	1
2 ABOUT THIS POLICY.....	1
3 SCOPE.....	1
4 STAGE 1: REVIEW.....	1
5 STAGE 2: APPEAL PROCESS.....	2
6 OFQUAL'S EPRS (EXAM PROCEDURES REVIEW SERVICE).....	2
APPENDIX 1.....	3
APPENDIX 2.....	5

## 1 INTRODUCTION

- 1.1 Following an extraordinary year for education, the assessment for pupils due to sit examinations in the Summer 2021 series has had to adapt to the Nation's continued response to the COVID-19 pandemic.
- 1.2 We have developed a robust centre policy for Teacher Assessed Grades ('TAG') which includes internal and external quality assurance so we can be confident that the teacher assessed grades issued to pupils are fair and reflective of their abilities.
- 1.3 Appropriate evidence will be considered by teachers to determine in each assessment subject the grade applied to each pupil.

## 2 ABOUT THIS POLICY

- 2.1 This procedure has been produced in response to the following guidance:
  - 2.1.1 JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021.

## 3 SCOPE

- 3.1 This year, we have developed a centre policy to set out how pupils can understand how we have reached the TAGs awarded. Our centre policy can be found on the school website under the Exams (information for candidates) section. We believe the need for any review or appeal will be limited due to the rigor and quality assurance that will take place before a TAG is determined. However, we acknowledge that on some occasions pupils may want to request a review or appeal.
- 3.2 The right to request a review or an appeal is the pupil's only. Parents do not have their own right of review or appeal but can assist their child. Pupils must provide their written and recorded consent via Appendix 1 and/or Appendix 2 attached.
- 3.3 The deadline for receipt of a request for a centre review can be found in Appendix 1.

## 4 STAGE 1: CENTRE REVIEW

- 4.1 Upon receipt of the TAGs on results day, pupils may believe the TAG is incorrect as there has been an error in the process followed to determine a specific grade or more.
- 4.2 The pupil may ask that we review the process followed if they believe that we have made an administrative error or that we did not apply procedure correctly when determining the TAG.
- 4.3 Requests for reviews must be made by completing the form at Appendix 1 of this policy and submitting it to [results@blue-coat.org](mailto:results@blue-coat.org)
- 4.4 The deadline for receipt of a request for a centre review can be found in Appendix 1.
- 4.5 A pupil can request a centre review of their TAG if they believe that we have made an administrative or procedural error.
- 4.6 **Please note that if a review is requested a TAG may go up, down or remain the same.**
- 4.7 A review will be undertaken at the earliest opportunity and without delay. It will be undertaken by a member of the Senior Leadership Team who did not determine the disputed TAG.
- 4.8 In the event that no error has been found on review we will write to the pupil to advise them of the outcome.

- 4.9 If an error or issue is found by us following our review, we will write to the pupil to inform them and refer the matter to the awarding body to enable them to determine if the TAG should be changed in the circumstances.

## 5 **STAGE 2: AWARDING ORGANISATION APPEAL**

- 5.1 If after completion of a centre review, the pupil believes that the matter is not yet resolved they may wish to ask that we submit an appeal on their behalf to the applicable awarding organisation.
- 5.2 All requests for awarding body appeals must be made by completing the form at Appendix 2 of this policy and submitting it to [results@blue-coat.org](mailto:results@blue-coat.org)
- 5.3 The deadline for receipt of a request for an awarding body appeal can be found in Appendix 2.
- 5.4 Pupils must note that the right of appeal will not arise if Stage 1 has not been completed with an outcome issued by us.
- 5.5 An appeal can be requested when the pupil believes:
- 5.5.1 we (as a centre) did not follow our procedures properly when determining the TAG;
  - 5.5.2 the awarding organisation has made an administrative error; or
  - 5.5.3 the pupil considers that we made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of the grade from that evidence.
- 5.6 **Please note that if an appeal is made a TAG may go up, down or remain the same.**
- 5.7 Appeals will be submitted by us in accordance with any procedures laid out by the applicable awarding organisation(s).
- 5.8 The awarding body will make a determination and advise of the outcome of the appeal including any changes to the grades that are the subject of the appeal.

## 6 **OFQUAL'S EPRS (EXAM PROCEDURES REVIEW SERVICE)**

- 6.1 If a pupil is dissatisfied with the outcome of the appeal as determined by the awarding organisation, they may wish to seek a review through OFQUAL's EPRS.
- 6.2 We or pupils may seek a review through the EPRS when it is believed there has been a procedural error by the awarding organisation.

## Student Request Form for Centre Reviews and Appeals to Awarding Organisations

### Important information for students

#### What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

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.

#### What will be checked during a centre review?

You can ask the centre to check whether it made a **procedural error**, an **administrative error**, or both.

A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

#### What will be checked during an awarding organisation appeal?

You can ask the awarding organisation to check whether the centre made a **procedural error** - or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

#### When do I need to submit my request?

You should submit a request for a centre review by **16 August 2021** for a **priority appeal**, or by **3 September 2021** for **non-priority appeals**.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. Priority appeals that aren't submitted to the awarding organisation by **23 August 2021** will still be treated as a priority, but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

**All requests must be emailed to [results@blue-coat.org](mailto:results@blue-coat.org) from your Blue Coat school email address.**

#### What is a priority appeal?

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. You should inform your intended higher education provider that you have requested a centre review or appeal.

#### What is your UCAS personal ID and why is it needed?

Your UCAS personal ID is the 10-digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal.

# APPENDIX 1

## Stage One – Centre Review

### A. Student request

This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

Centre Name	The Blue Coat School	Centre Number	33109
-------------	----------------------	---------------	-------

Student Name		Candidate Number	
--------------	--	------------------	--

Qualification title e.g. AQA GCSE English Language			
Teacher Assessed Grade issued			
Is this a priority appeal?  A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.	Choose an item.	If Yes provide your UCAS personal ID e.g. 123-456-7890	

<b>Grounds for centre review</b> Please tick one or both of the options if they apply to your request. If you don't think either apply, your centre will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended.			
Administrative Error by the centre e.g. the wrong grade/mark was recorded against an item of evidence	<input type="checkbox"/>	Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	<input type="checkbox"/>

<b>Supporting evidence</b> Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. There is a 5,000 character limit.

<b>Acknowledgement</b> I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above. In submitting this review, I am aware that:						
<ul style="list-style-type: none"> <li>The outcome of the review may result in my grade remaining the same, being lowered or raised</li> <li>The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded.</li> </ul>						
<table> <tr> <td>Student Name</td> <td>Student Signature</td> <td>Date</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	Student Name	Student Signature	Date	_____	_____	_____
Student Name	Student Signature	Date				
_____	_____	_____				

Please return this form to [results@blue-coat.org](mailto:results@blue-coat.org)

All correspondence relating to this matter will be sent to your Blue Coat school email address

# APPENDIX 2

## Stage Two – Appeal To Awarding Organisation

This section is to be completed by the student. An awarding organisation appeal must be submitted to the centre and the centre will then submit it to the awarding organisation.

Grounds for appeal	
Please tick the grounds upon which you wish to appeal	
1. Administrative error by the awarding organisation	<input type="checkbox"/>
2. Procedural issue at the centre	
a. Procedural Error	<input type="checkbox"/>
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances	<input type="checkbox"/>
3. Unreasonable exercise of academic judgement	
a. Selection of evidence	<input type="checkbox"/>
b. Determination of Teacher Assessed Grade	<input type="checkbox"/>

Evidence to support an appeal
Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases, you must provide a clear reason, but it doesn't have to be lengthy.
<b>1. Administrative error by the awarding organisation</b> You must provide a clear explanation. There is a 5,000 character limit.
<b>2. (a) Procedural Error</b> This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above. There is a 5,000 character limit.
<b>2. (b) Issues with access arrangements / reasonable adjustments and/or mitigating Circumstances</b> You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.
<b>3. (a) Selection of evidence</b> You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

**3. (b) Determination of the Teacher Assessed Grade**

You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit.

**Acknowledgement**

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above.

I am aware that:

- The outcome of the appeal may result in my grade remaining the same, being lowered or raised
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from your school/college.

Student Name

Student Signature

Date

Please return this form to [results@blue-coat.org](mailto:results@blue-coat.org)

All correspondence relating to this matter will be sent to your Blue Coat school email address