

Summer 2021 – Appeals Process Key Dates



Merchant Taylors'
School

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KEY DATES

- Tuesday **10 August** - Results day for AS, A Level, and EPQ.
- Thursday **12 August** - Results day for GCSE.

	Priority appeals*	Non-priority appeals
Window for students to request a centre review	Tuesday 10 August - Monday 16 August	From results day to Friday 3 September
Centres conduct centre reviews	Tuesday 10 August - Friday 20 August	From results day to Friday 10 September
Centres submit appeals	Tuesday 10 August - Monday 23 August	From results day to Friday 17 September

*Priority appeals are for students applying to higher education who did not attain the firm choice (i.e. the offer accepted as first choice) and wish to appeal an A Level or other Level 3 qualification result. All other cases, including GCSE, are non-priority appeals.

The appeals process

An infographic on the appeals process after results day is available in the following JCQ documents:

[Guidance for students and parents on summer 2021 \(page 8\)](#)

Appeals Process After results day



The post-results appeals process Deadlines and Timescales

Stage One

Centre reviews

A centre review must be completed and an outcome reported to the student before proceeding to stage two



Stage Two

Appeals to an awarding body

Deadlines for centre reviews

- 16 August (priority – 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)
- 3 September (non-priority)

Timescales for centre reviews

MTGS will aim to complete priority centre reviews by 20th August and non-priority reviews by 10th September (and as soon as possible)

Deadlines for appeals to awarding bodies

- 23 August (priority – 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)
- 17 September (non-priority)

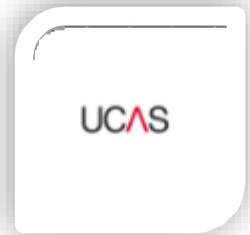
Timescales for appeals to an awarding body

- Awarding bodies will aim to complete within **42 calendar days** of receipt of the application (and as soon as possible)
- Awarding bodies will aim to process priority appeals by the UCAS advisory deadline of **8 September** (provided the appeal is submitted by the 23 August)

Priority service requests

The priority service 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

- Students must provide their UCAS personal ID when they make a request for a priority centre review/priority appeal to an awarding body
- Students should notify their higher education provider that a centre review/appeal to an awarding body has been requested
- UCAS has encouraged HE providers to move their advisory deadline to **8 September**



Grade protection and student consent

Centre reviews and appeals to an awarding body requested by a student may result in a student's grade:

- **Going up**
- **Going down**
- **Staying the same**

Once a centre review or appeal finding has been made, a student cannot withdraw their application

- Student consent for reviews and appeals must be confirmed in writing before a review is conducted or an appeal submitted
- Students must also confirm that they understand the possible outcomes

Students need to complete the JCQ student request and consent form (see MTGS' website) to submit an appeal and email to:

MTGSExams@merchanttaylors.com

The image shows a screenshot of the 'Stage one - centre review' form. The form is titled 'Stage one - centre review' and is divided into several sections:

- A. Student request:** This section is to be completed by the student. It includes fields for Centre Name, Centre Number, Student Name, and Candidate Number. Below these are fields for Qualification title (e.g. AQA GCSE English Language) and Teacher Assessed Grade issued.
- Priority appeal:** A section asking 'Is this a priority appeal?' with 'Yes' and 'No' options. A note states: 'A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to request an A level or other Level 3 qualification result.' There is a field for 'If yes provide your UCAS personal ID e.g. 123-456-7890'.
- Grounds for centre review:** This section asks the student to select the reason for their request. It includes two checkboxes: 'Administrative Error by the centre (e.g. the wrong grade/mark was recorded against an item of evidence)' and 'Procedural Error by the centre (e.g. a reasonable adjustment / access arrangement was not provided for an eligible student)'.
- Supporting evidence:** A section asking the student to provide a short explanation of what they believe went wrong and how they think this has impacted their grade. There is a character limit of 5,000.
- Acknowledgement:** A section where the student confirms they are requesting a centre review for the qualification named above and that they have read and understood the information provided in the 'Important information for students' section above. It also includes a checkbox for 'The outcome of the review may result in my grade remaining the same, being lowered or raised' and a note that 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.
- Student Name, Student signature, Date:** Fields for the student to provide their name, sign the form, and provide the date.

Stage one – Centre reviews

The grounds for appeal (an appeal can be made on one or more grounds)

Administrative

- Whether the centre made an administrative error in relation to the result
- Example: Factual errors such as transposing of grades for students with similar names

Procedural

- Whether the centre followed the process set out in the centre policy properly and consistently in determining the grade
- Areas of concern may include: mitigating circumstances, provision of access arrangements, the process for determining and quality assuring grades (e.g. internal standardisation)
- Example: The student believes that the centre did not take into account adverse circumstances affecting their performance in an assessment used to determine the grade

POSSIBLE OUTCOMES OF A CENTRE REVIEW

NO GRADE CHANGE

- Centre informs student of the outcome
- No requirement to inform the awarding body

GRADE CHANGE

- Centre submits a **GRADE CHANGE REQUEST** to the awarding body
- If satisfied with the rationale provided, the awarding body will issue a changed grade

Centre informs student of the outcome **after** the awarding body has confirmed the grade change request

If an appeal is made to an awarding body (stage 2) the centre will be required to confirm that a centre review has been completed and provide information about the outcome

Stage two – appeals to an awarding body

The grounds for appeal (an appeal can be made on one or more grounds)

Administrative

- Whether the awarding body made an administrative error in relation to the result

Procedural

- Whether the centre followed the process set out in the centre policy properly and consistently in determining the grade, or during the centre review

Unreasonable exercise of academic judgement

- In relation to the selection of evidence used to decide a grade
- In relation to the determination of the teacher assessed grade (the grading decision)

POSSIBLE OUTCOMES OF AN AWARDDING BODY APPEAL

The case is rejected (disallowed)

No grade change

The case is upheld (allowed)

- Procedural error
- Unreasonable exercise of academic judgement in the selection of evidence (alternative evidence should have been included)

The **centre** will be directed to review the teacher assessed grade

The case is upheld (allowed)

- Unreasonable exercise of academic judgement in the determination of the grade (the grading decision)

The **independent reviewer** will determine the alternative grade