



PRINCE
WILLIAM
SCHOOL

Summer 2021 Appeals Process

The arrangements for appeals

Section 5.4 of JCQ Appeals Guidance Summer 2021 (A guide to appeals processes – Summer 2021) states:

To decide whether to request a review, students will need access to certain information before results day, or on results day, if it has not already been made available to them. This must include:

- a. the centre policy
- b. the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
- c. details of any variations in evidence used based on disruption to what that student was taught
- d. details of any special circumstances that have been considered in determining their grade, e.g. access arrangements/reasonable adjustments or mitigating circumstances such as illness

There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation (exam board)

Prince William School will support its students/candidates through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Prince William School for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation (exam board) following a centre review.

Stage 1 – Centre review

- **On results day:** If a student/candidate has collected their results in person on results day and does not consider they have been issued with the correct grade, they can submit a request to Mr Woodhouse (Deputy Headteacher), or Miss Gallagher (Exams Officer) to check if an administrative or procedural error has occurred.
- **After results day:** If a student/candidate has not collected their results in person on results day or does not consider they have been issued with the correct grade after results day, they can submit a request to Miss Gallagher (Exams Officer) to check if an administrative or procedural error has occurred.
- Review deadlines are given below.
- The student/candidate will need to fully complete section A of a Stage one – centre review form. An electronic copy of the form will be available on the school website (<https://pws.emat.uk/819/exams>). The form must be completed by the student/candidate, not a parent/carer.
- The form should be saved and returned as an email attachment with an electronic signature and date and emailed to joanne.gallagher@pws.emat.uk in time for the relevant deadline. Prince William School cannot guarantee to process any applications submitted after deadline.
- The outcome of the centre review may result in the student's/candidate's grade remaining the **same**, being **lowered** or **raised**.
- On completion of the review Prince William School will complete section B. *Centre review outcome* of the form and share with the student/candidate as a record of the outcome, in sufficient time prior to the relevant appeal to awarding organisation deadline.

- If an administrative or procedural error is found, Prince William School will submit a request to the awarding organisation to correct the error and amend the grade without the need to submit an appeal to the awarding organisation.
- Contact details:
 - Email: Miss J Gallagher (Exams Officer): joanne.gallagher@pws.emat.uk

Stage 2 – Appeal to the awarding organisation (exam board)

- Appeal deadlines are given below.
- An appeal to the awarding organisation will only be submitted if the first stage, centre review, has been completed and the outcome of the first stage has been issued to the student/candidate.
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the student/candidate wants to improve their grade they may want to consider entering for the autumn exam series.
- If the student/candidate believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the student/candidate considers that the grade awarded was an unreasonable exercise of academic judgement, the student/candidate can submit a request to Miss Gallagher (Exams Officer) to proceed with an appeal to the awarding organisation on their behalf.
- To proceed, the student/candidate must complete the *Stage two – appeal to awarding organisation* (exam board) section of the form. The form should be saved and returned as an email attachment with an electronic signature and date and emailed to joanne.gallagher@pws.emat.uk in time for the relevant deadline. An electronic copy of the form will be available on the school website (<https://pws.emat.uk/819/exams>). The form must be completed by the student/candidate, not a parent/carer.
- Prince William School cannot guarantee to process any applications submitted after deadline.
- Prince William School will then submit the appeal on the student's/candidate's behalf according to the requirements of the awarding organisation to which it is being submitted.
- The awarding organisation will determine the grade at appeal and the outcome will be final.
- The outcome of the appeal may result in the grade remaining the **same**, being **lowered** or **raised**.
- There is no further opportunity to appeal the outcome to the awarding organisation.
- The awarding organisation's appeal outcome letter will be provided by email or post to the student/candidate by Prince William School as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.
- Should the student/candidate remain concerned their grade was incorrect, they may be able to apply for a procedural review.
- The appeal outcome letter will include the next appropriate steps, where applicable, to apply for a procedural review to the Exam Procedures Review Service (EPRS).
- Contact details:
 - Email: Miss J Gallagher (Exams Officer): joanne.gallagher@pws.emat.uk

Note - 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. For more information please refer to the Department for Education's blog: <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/>

Deadlines to submit a request

Priority appeal¹

13 August 2021 – deadline for a student/candidate to request a Stage 1 - centre review.

19 August 2021 – deadline for a student/candidate to request a Stage 2 – appeal to awarding organisation.

Non-priority appeal

27 August 2021 - deadline for a student/candidate to request a Stage 1 - centre review.

13 September 2021– deadline for a student/candidate to request a Stage 2 – appeal to awarding organisation.

Autumn 2021 exam series

- Information about entry deadlines, entry fees and exam dates will be made available on the school website (<https://pws.emat.uk/819/exams>) once this has been confirmed by the awarding organisations.

¹ A priority appeal is **only for** students applying to higher education (e.g. Year 13 students) 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. You will need to provide in the request form(s) your UCAS personal ID code which is included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal. 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.