

The Review and Appeals Processes 2021

The Centre Assessed Grades have already been through a rigorous process to ensure they are fair for all students. We outlined what we would do to ensure fairness in our Centre Assessed Grade policy. These are some of the steps we took:

1. We shared the Centre Assessed Grades Policy with you.
2. We shared the evidence base with you.
3. We asked for mitigation information - for health reasons or for exam access arrangements.
4. Different evidence was used for some students if they had mitigation.
5. All year 11s signed the Authentication of Evidence Form to say they knew which work was being used as evidence.
6. Teachers moderated student work at all grade boundaries to make sure they were marking consistently.
7. Moderation was checked by Curriculum and Senior Leaders.
8. A sample of student work and grades was checked by the Head of School and Executive Headteacher.
9. Ratton engaged with the QA3 Process, providing sample evidence and attended a Virtual Centre Visit to ensure that our evidence supported the grades we have submitted.

All students can have their grade reviewed, appeal their grade, or can re-sit the GCSE exam in the Autumn. An appeal questions whether the original decision was a reasonable one, and not whether other reasonable decisions could have been made. A grade will only be changed if there was an error when determining or submitting the grade, or if the grade given could not have reasonably been reached based on the evidence presented.

There are two stages to the appeal process:

Stage 1 - The Centre Review

At this stage, we will check for any **administrative errors**, and check that our **policies and procedures** were followed correctly. Our policy has already been approved by the Exam Boards, so we are only ensuring that we followed this properly. The outcome of the centre review will then be communicated to students.

- Following the outcome of a centre review, students may still choose to pursue the matter further.
- Stage 1 must be completed before moving to Stage 2.

Stage 2 - An Awarding Organisation (Exam Board) Appeal -

At this stage, the awarding organisation (exam board) will check whether the centre made a **procedural** or **administrative error** - or whether the awarding organisation itself made an administrative error. The awarding organisation will check whether the **academic judgement** of the centre was unreasonable, either in

the selection of evidence or the determination of the grade. The outcome of the Awarding Organisation Appeal will then be communicated to the student when made.

If you request a **Centre Review** or an **Awarding Organisation Appeal**, there are three possible outcomes:

- The original grade is **lowered**, so the final grade will be lower than the original grade you received.
- The original grade is **confirmed**, so there is no change to your grade.
- The original grade is **raised**, so the 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 an Awarding Organisation Appeal. If your grade has been lowered, you will not be able to revert to the original grade you received on results day.

- Students and Parent/Carers must apply for any stage of the appeal via the school Exams Officer.
- The deadline for submitting a Stage 1 Centre Review is 3rd September; the deadline for submitting a Stage 2 Awarding Organisation Appeal is 17th September. Appeals received after these dates may still be considered in exceptional circumstances.

Further detail relating to the Centre Review and an Awarding Organisation Appeal will be shared on Results Day.