



Teacher Assessed Grades (TAGs) Academic Appeals Policy and Procedure for 2020/2021 (Covid Year)

Author: Vice-Principal for Curriculum and Quality

Approved: 8 July 2021, Corporation

Review: July 2022

Student Appeals procedure 2020-21

for GCSE, AS and A Level Teacher Assessed Grades (TAGs)

1. As a result of the continuing global Pandemic the government has ceased formal examination other with the exception of Functional Skills and some Vocational and Technical qualifications. These are being replaced by Teacher Assessed Grades or TAGs.
2. The arrangements for awarding grades to students in Summer 2021 include internal and external quality assurance measures which aim to ensure that on results day you are issued with fair and consistent grades that have been objectively reached. The College has already shared information with you about the evidence being used as part of a centre's grade determination process which is important and should help to avoid issues that may otherwise arise when results are issued.
3. **You will need certain information to help you decide whether to appeal your TAG:**
 - The Centre Policy – located on our website:
[Centre Policy Teacher Assessed Grades -A-AS Levels GCSEs Summer 2021.pdf](#)
 - The sources of evidence used to determine your grade along with any grades/marks associated with them – contact your teacher if you are unsure
 - Details of any special circumstances that have been taken into account in determining your grade e.g. access arrangements, mitigating circumstances such as illness etc
4. As previously described in this document, awarding organisations will be providing assessment materials, guidance and training to support Centres in making fair and consistent judgements which are without bias and will be conducting external Quality Assurance, including:
 - reviewing Centre Policies;
 - sampling student work that has contributed to the range of evidence used in determining a grade.

5. **Why would I appeal my Teacher Assessed Grade?**

Students who consider that an error has been made in determining their grade will have the right to request either a Centre Review or an Appeal to the Awarding Organisation.

6. **There are two stages to the summer 2021 Appeals Process:** - See Appendix A – flow chart

6.1 **Stage 1: Centre Review**

The first stage of the process is referred to as a **Centre Review**. If you do not consider that you have been issued with the correct grade, you can ask the College (Centre) to check to see if an **administrative** or **procedural** error has occurred.

You must be clear that your grade is subject to movement both **up and down as well stay the same** if you appeal it.

If the college finds that an error has occurred, we will be able to submit a request to the Awarding Organisation to correct the error and amend the grade without the need to make an Appeal to the Awarding Organisation. The College will take care of this process on your behalf.

6.2 All requests for a centre review, including those from Private Candidates, must be made directly to the centre which submitted the grade(s), in this case Harlow College.

6.3 It is recommended that requests for centre reviews are made by the candidate to the centre by:

Priority appeals

Priority appeals - 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.

- GCSE window of appeal is Thursday 12th August – Monday 16th August 2021
- A Level window of appeal if Tuesday 10th August – Monday 16th August 2021
- Vocational Level 2 window of appeal Tuesday 10th August – Monday 16th August 2021

Other appeals

The 3rd September 2021 (in all other cases where students are holding a university place). This will enable the centre to meet the deadlines to submit appeals to awarding organisations.

- Non-University applicants - GCSE window of appeal is Thursday 12th August – Friday 3rd September 2021
- Non-University applicants - A Level window of appeal if Tuesday 10th August – Friday 3rd September 2021
- Non-University applicants - Vocational Level 2 window of appeal Tuesday 10th August – Friday 3rd September 2021

6.4 Stage 2: Appeal to the Awarding Organisation

The second stage of the process is referred to as an Appeal to the Awarding Organisation (submitted by the College on behalf of the student). An appeal should be submitted if it is considered that:

- the College did not follow its procedure properly
- the Awarding Organisation has made an administrative error
- or the student considers that the grade awarded was an unreasonable exercise of academic judgement.

6.5 The College will ensure that you are aware that the grade could go down, up or stay the same.

6.6 All requests for an appeal must be made directly to the centre (Harlow College) which submitted the grade, in accordance with the dates in section 6.2 above. This enables the centre to meet the awarding organisation by:

- **23 August 2021** for priority appeals (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), or by
- **17 September 2021** for non-priority appeals

7.0 Ofqual Exam Procedures Review Service

If either you or the College considers that the Awarding Organisation has made a procedural error, they can apply to Ofqual's Exam Procedures Review Services (EPRS) to review the process undertaken by the Awarding Organisation.

8.0 Grounds for Appeal

8.1 In summary, there are four grounds upon which a Centre Review or an Appeal to an Awarding Organisation may be requested:

- 8.1.1 **At stage 1:** The Centre made an administrative error, e.g. an incorrect grade was submitted; an incorrect assessment mark was used when determining the grade.
- 8.1.2 **At stages 1 and 2:** The Centre did not apply a procedure correctly, such as the Centre did not follow its Centre Policy; did not undertake internal Quality Assurance; did not take account of access arrangements or mitigating circumstances such as illness.
- 8.1.3 **At stage 2:** The Awarding Organisation made an administrative error, e.g. the grade was incorrectly changed by the awarding organisation during the processing of grades.
- 8.1.4 **At stage 2:** The student considers that the centre 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.

9 How do I request a Centre Review or an Appeal?

9.1 Centre Review

- Complete the Stage 1 form attached in the Appendix of this policy document – Appendix B
- The College will by email an acknowledgment of your request for a Centre Review, within 2 working days of receipt
- The College will review your request then report back to you the outcome of the Centre Review within 10 working days
- If a change is needed the College will work with the Awarding Organisation, again it is important that students are aware that grade(s) can go up, down or stay the same.

9.2 Appeal to the Awarding Organisation:

- If you then wish to Appeal to the Awarding Organisation following the outcome of your Centre Review, please complete the form in the Appendix of this document – Appendix C
- The College will acknowledge this request within 2 working days of receipt of Appendix C and contact you if any further information is required in line with the requirements of the Awarding Organisation to which it is being submitted.

9.3 Please note each stage requires your consent, the College will not conduct a Centre Review or request an Appeal without you having requested each step to happen and giving your consent using the documents Appendices B, C or both. The Appeal to the Awarding Organisation can only be submitted if the first stage, the Centre Review, has been completed and the outcome of the first stage issued to the student.

TRACKING and REFERENCE INFORMATION

Date Approved: 8 July 2021

Next Review Date: July 2022

Author/Responsibility: Vice-Principal with Responsibility for Quality

Equality Impact Assessment: tba

List of related policies, procedures and other documents:

Centre Policy

Equality & Diversity Policy

Complaints Policy

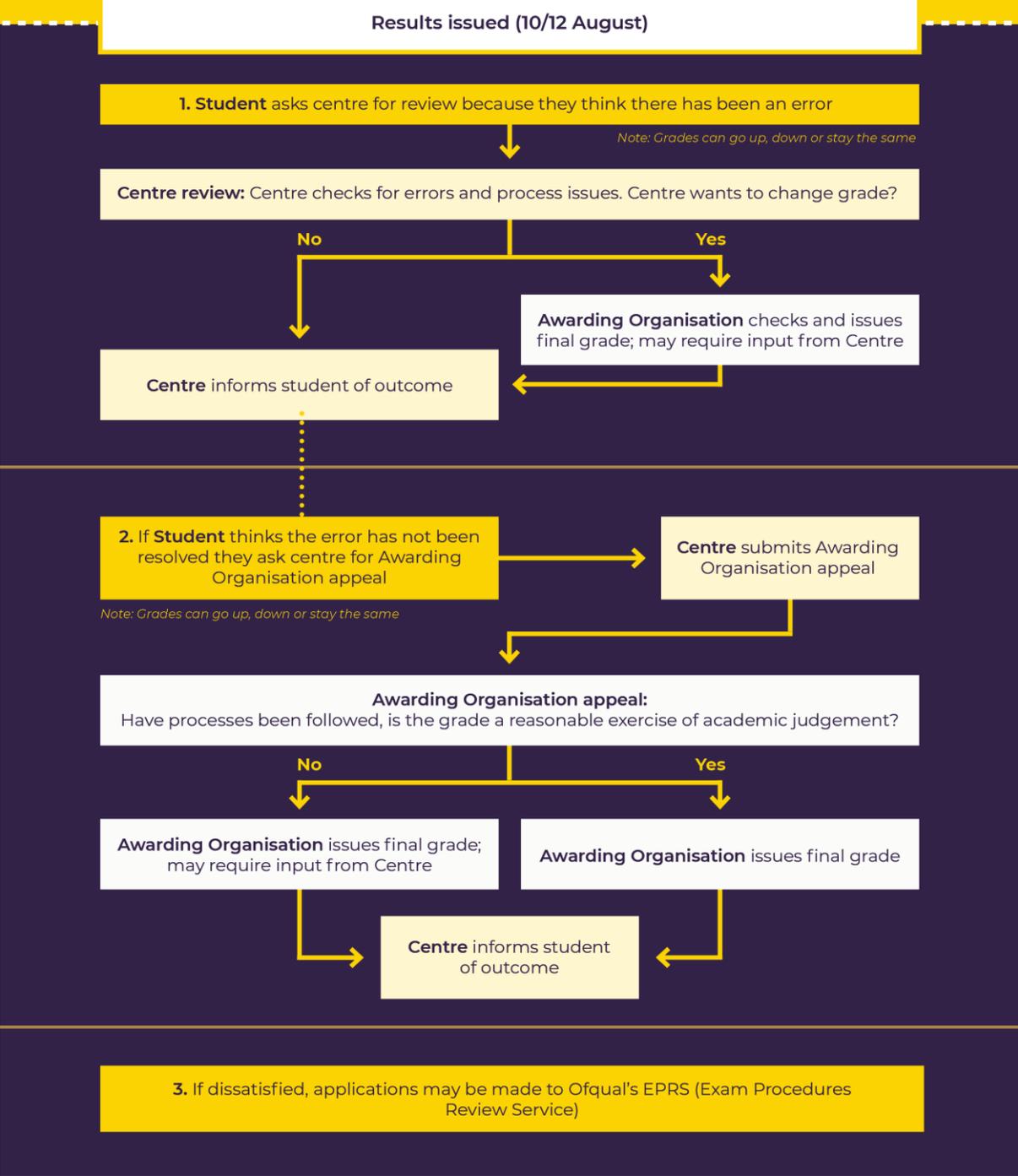
Complaints: If you wish to submit a complaint about the application of this policy or the procedure of it, please send your request in accordance with the provisions of the Grievance Procedure.

Monitoring: The application of this policy and associated procedure will be monitored by Deputy Principal with Responsibility for Student Discipline

Easy reading: To receive this policy/procedure in a different format, please contact: HR Services

Appeals Process

After results day



CAG Centre Review Form – Appendix B, 2020-21

Please email this form * to: jhawkins@harlow-college.ac.uk

* By emailing this form from to the email address stated below you are consenting the college to carry out a Centre Review on your behalf in relation to your TAG.

Name of Learner:	Programme Title:
PSN:	Email address:
Date of request:	Curriculum Area:
Course name: Course Level: Awarding Organisation if known:	
Proceeding to a Centre Review	
Learners reason(s) for the Centre Review Request:	
Above to be completed by the Learner	
Below to be completed by the College	
Stage 1: Delivery team and AAM Comments	
Stage 2: Head of Academy/Vice-Principal Comments	
Final outcome, delete as applicable: <ul style="list-style-type: none">• The College accepts your request for a Centre Review and grade change and will submit this on your behalf. Note: Grades can go up, down or remain the same.• The College does not accept your request for a grade change. If you remain unhappy you may procedure to an Awarding Organisation Appeal request but completing form Appendix C in our TAG Academic Appeals Process 2020-21	
IO signature: _____	Date: _____
VP signature: _____	Date: _____
Principal signature: _____	Date: _____
Outcome letter sent to student on:	

Please send this completed form to jhawkins@harlow-college.ac.uk

CAG Awarding Organisation Appeal Form – Appendix C, 2020-21

Please email this form * to: jhawkins@harlow-college.ac.uk

* By emailing this form from to the email address stated below you are consenting the college to carry out a Centre Review on your behalf in relation to your TAG.

Name of Learner:	Programme Title:
PSN:	Email address:
Date of request:	Curriculum Area:

Course name:
Course Level:
Awarding Organisation if known:

Proceeding to an Awarding Organisational Appeal Request**Learners reason for the Awarding Organisational Appeal Request:****Above to be completed by the Learner****Below to be completed by the College**

The College accepts your request for an **Awarding Organisational Appeal Request**, and will submit this on your behalf. Note grades can go up, down or remain the same.

The College will inform you of the outcome from the Awarding Organisation once known.

If you remain unhappy after this process is completed, you are able to make an application to the Ofqual Exam Procedures Review Service (EPRS)

Insert link once advised by OFQUAL

VP signature: _____

Date: _____

Principal signature: _____

Date: _____

Outcome letter sent to student on:

Please send this completed form to jhawkins@harlow-college.ac.uk