

**Name of Policy**

**Appeals Procedure for Summer 2021 Examination Results (COVID-19)**

**Purpose**

This appeals procedure is for candidates who wish to appeal against their result and sets out the permissible grounds for appeal. It is **not** a complaints procedure.

**Responsibility of / Job Title**

Assistant Principal Quality

**Equality Assessment By Whom**

Assistant Principal Quality

**Date**

May 2021

**Version**

1

**Date of next review (month & year)**

May 2022

**Approved by**

SMT

**Date**

21<sup>st</sup> June 2021

Corporation

n/a

**Related policies or procedures or parent policy if applicable**

Academic Appeals Procedure  
Assessment Malpractice and Maladministration Policy  
BTEC Assessment Policy  
Assessment Policy Generic  
Teacher Assessed Grades Policy

**Groups/bodies consulted in the development of the policy**

Awarding Body guidance  
JCQ Appeals procedure

**To be published on College website**

YES / NO

## Appeals Procedure for Summer 2021 Examination Results (COVID-19)

### 1. Purpose of the Appeals Procedure

This is an exceptional appeals process. As a result of the impact of the Covid-19 pandemic, the Department for Education confirmed that the UK Summer 2021 examination series would not go ahead as planned. Instead, teachers will calculate candidate grades, based upon a wide range of evidence, which is then verified by the College through a robust quality assurance process. The grades proposed will reflect candidate performance in relation to the content they have been taught, and allow them to confidently progress to the next stage of their education or into employment.

Following this, proposed results will be reviewed by the relevant exam boards who designed each course, before awarding the final grades are awarded.

This appeals procedure is for candidates who wish to appeal against their result and sets out the permissible grounds for appeal. It is **not** a complaints procedure.

If a candidate thinks they have been issued with the incorrect grade they have the right to appeal and the College will investigate.

### 2. Grounds for Appeal

#### Stage 1: Centre Review

The grounds for appeal are if the candidate believes the College:

- has made an administrative error, e.g. submitted an incorrect grade; used an incorrect assessment mark when determining the candidate's grade.
- did not apply a procedure correctly, e.g. the College did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

#### Stage 2: appeal to the exam board

If the candidate still believes they have been awarded the incorrect grade after the centre review is complete, they can ask the College to appeal to the exam board, who will review whether:

- the College made an unreasonable exercise of academic judgement in the choice of evidence from which they determined the candidates grade and/or in the determination of the candidates grade from that evidence.
- the College did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness
- the exam board made an administrative error, e.g. they changed the candidate grade during the processing of grades.

### 3. Lodging an Appeal

The appeal must be submitted in writing within 20 working days of the publication of the examination result. Appeals should be sent to the Examination Department at the following email: [Exams@macclesfield.ac.uk](mailto:Exams@macclesfield.ac.uk)

Appeals must include the following:

- Date and name of the qualification

- Grounds on which the appeal is made
- Written consent to conduct the appeal or submit it to the exam board on behalf of the candidate
- Supporting documentation to corroborate circumstances, if appropriate

**It's important to remember that the candidate's grade can go down, up or stay the same through either stage of the process.**

If the candidate has a place at university that is dependent on the appeal, the university should be informed so they can decide how to handle the offer (this is the responsibility of the appellant)

The candidate should also inform the College so they can ask the exam board to prioritise the appeal.

Finally, if the candidate believes the exam board has made a procedural error in handling the appeal, the candidate can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.

#### **4. Appeals Outcome**

Following consideration of the appeal the Vice Principal Curriculum and Quality will reach a finding.

Appellants will be notified of the outcome of their appeal, within 10 working days following the investigation.

## Appeals Process

