



Examination Appeals Process 2021

The appeals process for summer 2021 allows you to appeal your grade where you believe there has been an error. This acts as a safety net to fix any genuine errors that were not identified earlier on. If you believe an error has been made in determining your grade, you will have a right to appeal. The full JCQ student guidance for appeals can be found at [Guidance for students, parents and guardians: GCSEs and AS/A Levels in England Summer 2021](#)

There are two stages to the appeals process:

Stage 1: Centre review

If you don't think you have been issued with the correct grade, you can appeal to us to review whether we have:

- made an administrative error, eg submitted an incorrect grade; used an incorrect assessment mark when determining your grade.
- did not apply a procedure correctly, eg did not follow our Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

To help you decide whether to appeal, we have put on the website our Centre Policy - in the Exams section which can be accessed via the Parents & Carers menu - and we have previously shared with you the sources of evidence used to determine your grade. On results day we will share grades/marks associated with the sources of evidence and whether special consideration has been applied.

There will be two ways for you to request a Stage One appeal:

We will have a dedicated phone line available for you to call from 10th - 13th August 2021 if you believe there is an error in your results and you would like to discuss this.

Or you can download and fill out this editable [Stage 1 Centre Review Request Form](#) which is also on the website, and email it to exams@swbgs.com making sure you have your name in the subject line. You will then be contacted to discuss your appeal. Please note if you contact us between 23rd August and 3rd September you will not get a reply until after 3rd September. We will review your appeal and respond to you with the Centre Outcome.

Stage 2: Appeal to the exam board

If you still don't think you have the correct grade after the centre review is complete, you can ask us to appeal to the exam board, who will then review whether:

- we made an unreasonable exercise of academic judgement in the choice of evidence from which we determined your grade and/or in the determination of your grade from that evidence.
- we did not apply a procedure correctly, eg did not follow our 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, eg they changed your grade during the processing of grades.

It's important to remember that your grade can go down, up or stay the same through either stage of the process. A reasonable judgement is one that is supported by evidence. An exercise of judgement will not be unreasonable simply because a student considers that an alternative grade should have been awarded, even if the student puts forward supporting evidence. There may be a difference of opinion without there being an unreasonable exercise of judgement. The reviewer will not remark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence.

Please note the Exam Boards offer a Priority Service to A level students who have missed their firm choice of university. You can still appeal your grade even if you have secured your first choice, but the process will take longer.

Key Dates for priority appeals*

10 August to 16 August 2021	Window for students to request a centre review
10 August to 20 August 2021	Centres conduct centre reviews
10 August to 23 August 2021	Centres submit appeals to awarding organisations

** A priority appeal 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.*

Key dates for non-priority appeals

From result day to 3 September 2021	Window for students to request a centre review
From result day to 10 September 2021	Centres conduct centre reviews
From result day to 17 September 2021	Centres submit appeals to awarding organisations

Publication of GCE AS and A-level results – 10 August 2021

Publication of GCSE results – 12 August 2021

If you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also tell us so that we can ask the exam board to prioritise your appeal. Students requesting a priority appeal will be asked to state their UCAS ID on the relevant form so that their entitlement to a priority appeal can be checked.

A student may submit a request for a review but subsequently decide they wish to withdraw it. They are allowed to do so as long as no finding has been made. A centre review application cannot be withdrawn once a finding has been made.

Students should note that there is no grade protection for the 2021 process at either stage of appeal. An awarded Teacher Assessed Grade can be revised upwards, stay the same or be revised downwards in the finding that is made.

Awarding organisations will aim to complete appeals as soon as possible and particular efforts will be made for those appeals that have been identified as 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. The awarding organisations will aim to complete Stage Two of the appeals process (the awarding organisation appeals stage) within 42 calendar days of the receipt of the application. Due to the nature of appeals this year, awarding organisations may require additional input from centres, and it may not always be possible to meet this target.

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

Autumn Series 2021

Students who are unhappy with their Teacher Assessed Grade, whether or not they have submitted a Stage One or Two appeal, will be entitled to sit exams in the Autumn Series. Details of the Autumn Series of exams are on the website.

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