



The Winston Churchill School

A Specialist Sports College

Appeals Procedure

Students have been given access to:

- The Centre Assessed Grades Policy: School Website
- The Procedure followed by the school to establish grades: emailed home and in the centre Assessed Grades Policy
- A list of the assessments used to establish grades: collected and signed for or emailed home
- The marks given to each assessment
- A presentation outlining the JCQ Appeals process

Pre-Results:

- Students have had the opportunity to challenge the school with regard to possible administrative errors.
- Data checks carried out and any errors corrected.
- Email responses provided by the school.

Stage 1: Centre Review – Final Deadline 3rd September 2021

- You have identified an administrative error
- You have evidence that the school has not followed its published procedure when establishing your grade.

You must complete the form devised by JCQ which you can find on Frog and email it to: w.arthur@wcsc.org.uk.

This service is available on: 16th and 17th August 2021

Stage 1 Outcome:

- If no error is found, you will be informed in writing via email.
- If an error is found, it will be reported to the Awarding Body, who will decide to make any adjustments if necessary before you are informed.
- If an error has been made it may or may not impact on the grade awarded; as grades can go up, down or remain the same. This may impact on you and other students.

JCQ has:

- Quality Assured the school's policy and process for awarding grades.
- Understood our procedure for applying access arrangements and special consideration.
- Agreed that our procedure removes significantly unconscious bias.
- Checked that the school was using the same evidence for all students in the cohort.

Stage 2: Awarding Body Review – Final Deadline 3rd September 2021

- You can evidence that the school failed to follow its own procedure
- You can evidence that there was an unreasonable exercise of academic judgement, in the selection of evidence for all students or in the determination of the grade from the selected evidence.
- That there has been an administrative error not addressed in stage 1 of the Appeals process.

To submit an appeal, you must complete the JCQ form in Frog and email it to w.arthur@wcsc.org.uk

Once an appeal is submitted it cannot be withdrawn if a finding has been made. **The student must sign to consent to their grade being lowered, raised or remaining the same.**

Stage 2 Outcome:

- Once received the Awarding Body will decide whether to accept it for evaluation or not.
- The focus of any appeal will be on whether the grade was unreasonable and not that any other grade or mark would have been reasonable.
- The marking of individual assessments will not be reviewed.
- If you are appealing on multiple grounds the outcome will be given once all grounds are considered.
- As a result of the appeal, the case will either be rejected (disallowed) or upheld (allowed) in whole or in part. The fact that an appeal has been upheld (allowed) will not necessarily result in a grade change for the student.
- The centre must share the outcome of the awarding organisation appeal, and where appropriate the next stage of the process, with the student promptly.



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Key dates:

12th August 2021: Results Day

Dates when staff will be in school to process appeals:

16th August and 17th August 2021

If received by 1.30pm on each day.

Note: the school does not employ staff throughout the summer break, therefore, the dates above must be adhered to or students will need to wait until term starts on 1st September.

Deadline for Appeals

Stage 1: 3rd September

However, if you wait to submit a stage 1 until 3rd September, you might have missed the deadline for Stage 2.

Stage 2: 3rd September