

## Centre Assessed Grades: Appeals Procedure



The Winston Churchill School is committed to ensuring that whenever its staff mark candidates' work, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents, including the CAG Policy, approved by JCQ.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Winston Churchill School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

### **Note:**

If you request a centre review or an awarding organisation appeal, there are three possible outcomes:

- Your original grade is lowered, so your final grade will be lower than the original grade you received.
- Your original grade is confirmed, so there is no change to your grade.
- Your original grade is raised, so your 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 appeal. If your grade has been lowered, you will not be able to revert back to the original grade you received on results day.

The appeals process does not review the marking of assessments, it reviews the decisions made at each stage. No assessments can be remarked.

### **The school has shared:**

- The CAG Policy – refer to website
- The flowchart outlining the process of establishing marks and grades
- A list of assessments that form the sources of evidence used to determine the grade.
- A list of marks for each piece of evidence used to determine the grade
- An asterisk by each mark, where special consideration was given inline with the JCQ criteria. Each piece of evidence has a slip attached indicating this.
- Special Access Arrangements via a yellow slip attached to each assessment.

## **Process for Internal Review of Centre Marks – Stage 1**

**Deadline: 3<sup>rd</sup> September 2021**

The Winston Churchill School strongly recommend that this is sent in by 1pm on Tuesday 17<sup>th</sup> August, to allow time, should you wish to complete a stage 2 appeal.

1. The Winston Churchill School has published it's Centre Policy on the School Website.
2. The Winston Churchill School will ensure that candidates are informed of the assessed pieces of work and the marks for each piece, so that they may request a review of the accuracy of the centre's marks, before marks are submitted to the awarding body.
3. The Winston Churchill School will provide a clear deadline for candidates to submit a request for a data review, in line with the deadlines set by the Awarding Body. Requests will not be accepted after this deadline. Requests **must** be made in writing on the forms provided by JCQ. The deadline for a review of the accuracy of the centre marks is 3<sup>rd</sup> September 2021.
4. The Winston Churchill School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

**Note:** The school is not open throughout the summer break, therefore, requests to check the accuracy of marks can be made on 14<sup>th</sup> and 15<sup>th</sup> June 2021; 16<sup>th</sup> 17<sup>th</sup> August 2021 and from 1<sup>st</sup> September until 15<sup>th</sup> September 2021.

## **Appeals Process – Stage 2 Deadline 3rd September 2021**

1. The Winston Churchill School will then forward to the Awarding Body any further appeal made by the candidate:
  - Procedural Error
  - Issues with access arrangements / reasonable adjustments and/or mitigating circumstances
  - Unreasonable exercise of academic judgement
2. The Winston Churchill School will support the Awarding Body by providing scanned copies of evidence, as required.
3. The Winston Churchill School will inform candidates that they may request copies of materials to assist them in considering whether to request a review by the Awarding Body.
4. The Winston Churchill School will, having received a request for copies of materials, promptly make them available to the candidate.

5. The Winston Churchill School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
6. The candidate must complete all sections of the form provided by JCQ, in time for it to be submitted by the school to the Awarding Body. Forms can be found in Frog. The deadline for receipt by the school is Friday 3rd September, to ensure that all evidence is submitted by Friday 17<sup>th</sup> September 2021.
7. The Winston Churchill School will provide the Awarding Body with the required evidence regarding decision making, including evidence of special access arrangements, special considerations, evidence of moderation and the intent statements completed by subject leaders.
8. The Winston Churchill School will inform the candidate in writing of the outcome of the reviews but if there is more than one aspect to be reviewed, the outcome will be communicated once all aspects of the review have been completed.

**Policy Date June 2021**

**Review Date June 2022, if required.**