

Cranmer Education Trust / St Anne's Academy
Teacher Assessed Grade
Review and Appeal Policy
Summer 2021

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1 INTRODUCTION

- 1.1 Following an extraordinary year for education, the assessment for pupils due to sit examinations in the Summer 2021 series has had to adapt to the Nation's continued response to the COVID-19 pandemic.
- 1.2 We have developed a robust centre policy for Teacher Assessed Grades ('TAG') which includes internal and external quality assurance so we can be confident that the teacher assessed grades issued to pupils are fair and reflective of their abilities.
- 1.3 Appropriate evidence will be considered by teachers to determine in each assessment subject the grade applied to each pupil.

2 ABOUT THIS POLICY

- 2.1 This procedure has been produced in response to the following guidance:
 - 2.1.1 JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021.

3 SCOPE

- 3.1 This year, we have developed a centre policy to set out how pupils can understand how we have reached the TAGs awarded. Our centre policy can be found on the school website under the 'About us' (Policies and procedures) section. We believe the need for any review or appeal will be limited due to the rigor and quality assurance that will take place before a TAG is determined. However, we acknowledge that on some occasion's pupils may want to request a review or appeal.
- 3.2 The right to request a review or an appeal is the pupil's only. Parents do not have their own right of review or appeal but can assist their child. Pupils must provide their written and recorded consent via Appendix 1 and/or Appendix 2 attached.
- 3.3 The deadline for receipt of a request for a centre review can be found in Appendix 1.

4 STAGE 1: CENTRE REVIEW

- 4.1 Upon receipt of the TAGs on results day, pupils may believe the TAG is incorrect as there has been an error in the process followed to determine a specific grade or more.
- 4.2 The pupil may ask that we review the process followed if they believe that we have made an administrative error or that we did not apply procedure correctly when determining the TAG.
- 4.3 Requests for reviews must be made by completing the form at Appendix 1 of this policy and submitting to Results@stannesacademy.org.uk
- 4.4 The deadline for receipt of a request for a centre review can be found in Appendix 1.
- 4.5 A pupil can request a centre review of their TAG if they believe that we have made an administrative or procedural error.
- 4.6 Please note that if a review is requested a TAG may go up, down or remain the same.

- 4.7 A review will be undertaken at the earliest opportunity and without delay. It will be undertaken by a member of the Senior Leadership Team who did not determine the disputed TAG.
- 4.8 In the event that no error has been found on review we will write to the pupil to advise them of the outcome.
- 4.9 If an error or issue is found by us following our review, we will write to the pupil to inform them and refer the matter to the awarding body to enable them to determine if the TAG should be changed in the circumstances.

5 STAGE 2: AWARDING ORGANISATION APPEAL

- 5.1 If after completion of a centre review, the pupil believes that the matter is not yet resolved they may wish to ask that we submit an appeal on their behalf to the applicable awarding organisation.
- 5.2 All requests for awarding body appeals must be made by completing the form at Appendix 2 of this policy and submitting to Results@stannesacademy.org.uk
- 5.3 The deadline for receipt of a request for an awarding body appeal can be found in Appendix 2.
- 5.4 Pupils must note that the right of appeal will not arise if stage 1 has not been completed with an outcome issued by us.
- 5.5 An appeal can be requested when the pupil believes:
 - 5.5.1 we (as a centre) did not follow our procedures properly when determining the TAG;
 - 5.5.2 the awarding organisation has made an administrative error; or
 - 5.5.3 the pupil considers that we 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.
- 5.6 Please note that if an appeal is made a TAG may go up, down or remain the same.
- 5.7 Appeals will be submitted by us in accordance with any procedures laid out by the applicable awarding organisation(s).
- 5.8 The awarding body will make a determination and advise of the outcome of the appeal including any changes to the grades that are the subject of the appeal.

6 OFQUAL'S EXAM PROCEDURES REVIEW SERVICE (EPRS)

- 6.1 If a pupil is dissatisfied with the outcome of the appeal as determined by the awarding organisation, they may wish to seek a review through OFQUAL's EPRS.

We or pupils may seek a review through the EPRS when it is believed there has been a procedural error by the awarding organisation.

St Anne's Church of England Academy

Teacher Assessed Grades (TAGs) Summer 2021

Request for Centre Review Form

THE DEADLINE FOR RECEIPT OF THIS FORM IS 20 th AUGUST 2021
Full Name of Pupil
Subject and TAG to be reviewed
Grounds for review (these may assist the school when reviewing the grades referenced above)

I UNDERSTAND THAT AFTER COMPLETION OF A CENTRE REVIEW MY TAG MAY BE HIGHER, LOWER OR THE SAME AS ORIGINALLY AWARDED.

Pupil name:

.....

Signature:

.....

Date:

.....

Submit form to Results@stannesacademy.org.uk

APPENDIX 2

St Anne's Church of England Academy

Teacher Assessed Grades (TAGs) Summer 2021

Request for Awarding Body Appeal Form

THE DEADLINE FOR RECEIPT OF THIS FORM IS 3rd SEPTEMBER 2021

Full Name of Pupil

Subject and TAG to be appealed

Date you received your centre review outcome

Grounds for appeal (please refer to section 5 above)

List any supporting evidence accompanying this form

I UNDERSTAND THAT AFTER COMPLETION OF AN AWARDING BODY APPEAL MY TAG MAY BE HIGHER, LOWER OR THE SAME AS ORIGINALLY AWARDED.

Pupil name:

..... Signature:

Date:

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Submit form to Results@stannesacademy.org.uk