

Summer 2021 Appeals

The arrangements for appeals

There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation

South Nottinghamshire Academy will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at South Nottinghamshire Academy for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

Stage 1 – Centre review

- If a student does not consider they have been issued with the correct grade, they can submit a request to appeals@snacademy.org.uk to check if an administrative or procedural error has occurred. Deadlines are detailed below.
- South Nottinghamshire Academy will email the student a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals* (saved in the candidate's name and candidate number) as an attachment.
- On receipt, the student should open the attachment, read the important instructions, fully complete *section A. Student request* of the *Stage one – centre review* form including electronic signature and date. The form should be saved and returned as an email attachment to appeals@snacademy.org.uk
- The outcome of the centre review may result in the student's grade remaining the **same**, being **lowered** or **raised**
- On completion of the review South Nottinghamshire Academy will complete *section B. Centre review outcome* of the form and share with the student as a record of the outcome, in sufficient time prior to the relevant appeal to awarding organisation deadline.
- If an administrative or procedural error is found, South Nottinghamshire Academy will submit a request to the awarding organisation to correct the error and amend the grade without the need to submit an appeal to the awarding organisation.

Stage 2 – Appeal to the awarding organisation

- An appeal to the awarding organisation will only be submitted if the first stage, centre review, has been completed and the outcome of the first stage has been issued to the student.
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the student wants to improve their grade they may want to consider entering for the autumn exam series. The deadlines for this are below.
- If the student believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the student considers that the grade awarded was an unreasonable exercise of academic judgement, the student can submit a request to appeals@snacademy.org.uk to proceed with an appeal to the awarding organisation on their behalf.
- To proceed, the student must complete the *Stage two – appeal to awarding organisation* section of the form, including electronic signature and date. The form should be saved and returned as an email attachment to appeals@snacademy.org.uk.
- South Nottinghamshire Academy will then submit the appeal on the student's behalf according to the requirements of the awarding organisation to which it is being submitted.

- The awarding organisation will determine the grade at appeal and the outcome will be final.
- The outcome of the appeal may result in the grade remaining the **same**, being **lowered** or **raised**.
- There is no further opportunity to appeal the outcome to the awarding organisation.
- The awarding organisation's appeal outcome letter will be provided by email to the student's school email account by South Nottinghamshire Academy as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.
- Should the student still remain concerned their grade was incorrect, they may be able to apply for a procedural review.
- The appeal outcome letter will include the next appropriate steps, where applicable, to apply for a procedural review to the Exam Procedures Review Service (EPRS).

Note - 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. For more information please refer to the Department for Education's blog <https://dfemedia.blog.gov.uk/2021/06/09/exam-appeals-what-can-i-do-if-i-think-my-grade-is-wrong-how-do-i-appeal-what-will-happen-if-i-appeal-your-questions-answered/>

Deadlines to submit a request

Priority appeal¹

16 August 2021 midday – deadline for a student to request a Stage 1 - centre review

23 August 2021 midday – deadline for a student to request a Stage 2 – appeal to awarding organisation

Non-priority appeal

3 September 2021 midday - deadline for a student to request a Stage 1 - centre review

17 September 2021 midday – deadline for a student to request a Stage 2 – appeal to awarding organisation

Deadlines to enter the Autumn exam series

A-levels

7th September – deadline for entry to A-level Autumn exam series (exams between 04/10/21 – 22/10/21)

7th September - deadline for requesting a modified paper for an Autumn series exam

GCSEs

20th September - deadline for requesting a modified paper for an Autumn series exam

3rd October - deadline for entry to GCSE Autumn exam series (exams between 01/11/21 – 03/12/21)

¹ 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. You should inform your intended higher education provider that you have requested a centre review or appeal. You will need to provide in the request form(s) your UCAS personal ID code which is included in all correspondence from UCAS. This is needed to confirm that a student's place is dependent on the outcome of the appeal. Priority appeals that aren't submitted to the awarding organisation by 23 August 2021 will still be treated as a priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.