



A Brief Guide to Appeals at A-level and GCSE

When are the Results Days?	At what time?	From where should I collect the results?
A-level/ BTEC Level 3 Tuesday 10 th August GCSE Thursday 12 th August	A-level/ BTEC Level 3 8:30 – 13:00 GCSE <ul style="list-style-type: none"> • 9.00am-9.30am 11F & 11L • 9.30am- 10.00am 11E & 11R • 10.00am-10.30am 11B & 11S • 10.30am -11.00am 11O & 11W 	School quad

The grounds for students appealing the grades which have been awarded by the school are controlled by the Joint Council for Qualifications (JCQ)

As a result of an appeal, grades can go up or down or remain unchanged

If you feel that you would like to appeal a grade you will need to read the detailed documents referenced in the summary below

Stage 1 – Centre Review

This is applied for by students using **JCQ Stage 1 Centre Appeals form**

The review is conducted by the school

What are the grounds for a Centre Review?

If a student believes/ perceives that the school has:

- Failed to follow its procedures properly or consistently in arriving at the grade in question
- Made an administrative error in relation to the result

How do I submit an appeal?

You will need to:

- Complete the **JCQ Stage 1 Centre Appeals form**
- Email the completed form to appeals@fbaok.co.uk

When is the deadline for submitting an appeal?

- A **priority*** appeal has to be submitted by 16th August
- All other appeals must be submitted by 3rd September

How will I be informed of the outcome of any appeal?

A JCQ Centre Review outcome form will be sent to you to provide a record of the outcome:

- If the school finds that there **has** been a procedural or administrative error, the school will ask the exam board to amend the grade the student has been awarded.
- If the school finds that there **has not been** a procedural or administrative error, you will be informed of this outcome

Please remember: grades can go up, remain the same or go down as a result of an appeal

If a student ***still*** disagrees with the result, they may choose to make a Stage 2 Appeal

A Stage 2 Appeal cannot be made until a Stage 1 Review has been finalised

Stage 2 – Appeals to the Awarding Organisation
This is applied for by students using <u>JCQ Stage 2 Appeal to the Awarding Body</u> The school will submit the appeal to the awarding body/bodies who will conduct the appeal
What are the grounds for a Stage 2 Appeal?
If a student considers that there has been an unresolved procedural error, an administrative error or that their grade reflects an unreasonable exercise of academic judgement (either because of the way that the grade has been determined and/or the selection of the evidence) The student will need to <i>provide evidence</i> to support the appeal
How do I submit an appeal?
You will need to: <ul style="list-style-type: none">• Complete the JCQ Stage 2 Appeal to the Awarding Body• Email the completed form to appeals@fbaok.co.uk
When is the deadline for submitting a Stage 2 appeal?
<ul style="list-style-type: none">• A <i>priority</i>* appeal has to be submitted by 18th August• All other appeals must be submitted by 6th September
How will I be informed of the outcome of any appeal?
<ul style="list-style-type: none">• Following a JCQ appeal to the awarding body, if there is to be a grade change, the awarding organisation will report this to the school, who will share the outcome with the student• 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. <p>Please remember: grades can go up, remain the same or go down as a result of an appeal</p>

* A priority appeal **is only for 6th Form 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.

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.

Further Review

Following the conclusion of a Stage 2 Review, if a student remains concerned the grade awarded is incorrect, they may be able to apply for a procedural review to the Exam Procedures Review Service (EPRS) from the relevant regulator.