

Summer 2021 Reviews and Appeals Process

Stage 1 – Centre Review

This is where candidates can ask school to review whether an administration error has occurred when submitting the grade, or whether the correct procedures were not applied according to the Centre Policy.

A level - Priority review

A priority review should only be applied for if a place at University is dependent upon the outcome for which we need your daughter/son's UCAS personal ID on the form.

Candidates will need to submit their review form by **Monday 16th August**.

A level- Non priority review

The deadline for this is **Friday 3rd September**.

For both types of review, candidates must give their consent by completing the ***student request and consent form*** that will be on our website by Tuesday 10th August.

The consent form must be emailed to alevelappeals@holt.wokingham.sch.uk. Please remember a form sent to any other email address may not be picked up and deadlines may be missed.

GCSE

Whilst Ofqual state that only A level reviews and appeals are a priority for August, we are happy to complete *Stage 1 Reviews* for GCSEs as long as they are received by the **Tuesday 17th August**. Any review requests received after this date, *or* Stage 2 Appeal Requests, will be dealt with in September. The student deadline for centre reviews is **Friday 3rd September**.

Students must give their consent for a Stage 1 Review by completing the ***student request and consent form*** that will be on our website by Tuesday 10th August.

All requests for centre reviews and appeals must go to gcseappeals@holt.wokingham.sch.uk. Please remember a form sent to any other email address may not be picked up and deadlines may be missed.

Stage 2- Appeals to the Awarding Organisation (exam boards)

Any student who considers that there has been a 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 selection of evidence) may submit a request for an awarding body appeal **after they have received the outcome of their centre review and after publication of results.**

Awarding organisations will not accept appeals directly from students or parents. Appeals submitted by students or parents directly to an awarding organisation will not be processed and will need to be resubmitted to the centre.

A Level – Priority Appeals

The deadline for this to be received by the school is **Friday 20th August** so that we can submit the appeal on your behalf by **Monday 23rd August.**

Non-priority appeals- GCSE and A level

The deadline is **Wednesday 15th September** so that we can submit the appeal on your behalf by **Friday 17th September.**

To request an awarding body appeal, students must give their consent by completing the **request for an appeal to awarding body form** that will be on our website by Tuesday 10th August.

Where an appeal is made, an independent reviewer will not review any marking of work and they will not consider whether they would have given an alternative grade or whether an alternative grade could also have reasonably been given. The independent reviewer will only conclude that there has been an unreasonable exercise of academic judgement if the Teacher Assessed Grade was clearly wrong- i.e. there was no basis upon which the grade could properly have been given.

Please note, a student who submits a request for a Stage 1 Review or a Stage 2 Appeal but then changes their mind, can withdraw their review/appeal *as long as no finding has been made.*

Students must also be aware that at any stage of the process grades can go up, stay the same or go down.