

Teacher Assessed Grades Appeals Process Summer 2021 series

Staff Guidance

This appeals process is written in line with the [JCQ A Guide to Appeals Processes, Summer 2021](#) and the supplementary [BTEC Appeals process](#). It is a guidance document for staff of Farnborough College of Technology with regard to student appeals against Teacher Assessed Grades (TAGs/QTAGs).

The appeals process for summer 2021 allows students to appeal their grade where they believe there has been an error. They must first ask their centre (the College) to review whether an administrative or procedural error has been made. The [JCQ guidance for students and parents](#) has been emailed out to learners and is also posted on the College website.

For GCSE English Language, GCSE Modern Foreign Languages, GCE A level Biology, Chemistry, Geology and Physics, the separate endorsements will also be subject to the grounds of appeal as set out below.

If the College identifies an error with the grade it submitted to the awarding organisation, it must submit a revised grade with rationale for the grade change to the awarding organisation. If the awarding organisation is satisfied with the rationale presented by the College and it considers it is appropriate to correct the result, it will issue a revised grade.

Where the College does not believe that an error has been made but a student believes that an error persists, a student may ask the College to submit an appeal to the awarding organisation on their behalf. The College must submit the student's appeal if requested and must provide the required full supporting evidence.

Depending on the grounds of the appeal, the awarding organisation will consider:

- whether the grade reflects an unreasonable exercise of academic judgement
- and/or whether the College followed its procedures properly and consistently in arriving at the student's result or in conducting its review
- and/or whether the awarding organisation made an administrative error.

These procedures are designed to meet the [General Qualifications Alternative Awarding framework for summer 2021](#) together with the relevant general/ standard and qualification level conditions, of the qualification regulators for England, and Wales (Ofqual and Qualifications Wales). Their regulatory documentation underpins the awarding organisations' appeals processes.

This guidance applies solely to the appeal of a Teacher Assessed Grade result issued in summer 2021. Learners wishing to appeal against the outcomes of any other qualifications should refer to the extant policies held by registry/the exams department. Any sanctions applied to a student by the College will also be subject to the College's extant appeals process.

The JCQ document *A guide to the awarding bodies' appeals processes: Effective from November 2020*, will still apply for the appeal of a finding of malpractice, the sanction

applied by an awarding organisation, and access arrangements/ reasonable adjustments for a future examination series. Appeals against the outcomes of post-results services and special consideration do not apply for the summer 2021 series.

Evidence

Further to the evidence that has been used to contribute to the TAGs, evidence of a student's performance not used to determine grades, could still be required for the appeals process in exceptional cases where the awarding organisation deems the selection of evidence to have been unreasonable. If a student appeals because they believe their centre made an unreasonable exercise of academic judgement in selecting the evidence used, alternative evidence may need to be submitted to an awarding organisation (see paragraphs 6.24, 6.26 and 6.27 of [JCQ A Guide to Appeals Processes, Summer 2021](#) for more information about appeals on the grounds of academic judgement). This alternative evidence could be highlighted by a student when a centre shares information with them regarding the determination of their grade (see section 3 and paragraph 6.21 of the JCQ guide).

Missing evidence

Where not all evidence or records have been retained, an awarding organisation will consider the available evidence when determining the outcome of the appeal. This may affect the extent to which the awarding organisation can review the College's decision. Where no evidence has been retained (or has been lost due to an unforeseen situation) the awarding organisation may need to determine the outcome of the appeal solely on the marks/grades on which the grade was determined. The appeal will be based on the available evidence.

What evidence may be required as part of an awarding organisation appeal?

For the list of evidence required for awarding organisation appeals please see the [JCQ Evidence Checklist](#) or the [BTEC Evidence Checklist](#) as appropriate. This includes the rationale prepared and submitted by Programme Managers in the Head of Centre Quality approval meetings.

Submitting this evidence at the time of the appeal will avoid delays in processing the appeal and unnecessary correspondence between the awarding organisation and the College.

If the appeal is solely on the grounds of an awarding organisation administrative error, the appeal need only demonstrate that the final grade the College submitted to the awarding organisation was different to the grade issued by the awarding organisation.

Centre procedural and administrative errors

Whilst the College has undertaken robust internal checks and quality assurance to ensure the grades submitted to the Awarding Organisations are correct, there is always a small possibility that a procedural or administrative error is identified.

Should a procedural or administrative error be identified, the exams department and Quality department must be notified immediately. Any amendments will need to be checked and verified before being submitted to the Awarding Organisation using the correct documentation, along with the identified reasons the error occurred.

If the error is identified too close to results day for it to be rectified by the awarding organisation before the student receives their results, we must inform the student that an error has been identified and reported to the awarding organisation to be corrected. This will

include explaining to the student what impact this is likely to have on the grade issued to them on results day, particularly if the amended grade will be lower. The awarding organisation will report the revised grade as soon as possible after results day.

If the error is identified after results day, the College will follow the applicable JCQ guidance.

Results days:

Tuesday 10th August: Level 3 (GCE AS and A-level, BTECs, Cambridge Nationals, Extended Project, Core Maths, Level 3 Vocational quals, WJEC Level 3 Applied Certificates & Diplomas)

Thursday 12th August: Level 2 (GCSE, Level 2 Technicals, Level 2 Vocational quals, Award in Financial Education)

Grounds for Appeal

Students may submit a request for a Centre Review using the *FCOT TAG/QAG Student Centre Review/Appeals Form* on the grounds that the College has:

- failed to follow its **procedures** properly or consistently in arriving at that result or
- made an **administrative error** in relation to the result.

Requests for appeals on the grounds of **academic judgement** (unreasonableness) will only be considered by awarding organisations (at Stage Two) and not by centres. In these cases, the Quality team will conduct an initial Centre Review solely to ensure that the College has not made any procedural or administrative errors. The College should not review its academic judgements during the Centre Review stage.

To decide whether to request a review, students will need access to certain information before results day, or on results day, if it has not already been made available to them.

This must include:

- the FCOT Teacher Assessed Grades Policy Summer 2021 (available in the 'Teacher Assessed Grades this Summer' section of the College website)
- the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
- details of any variations in evidence used based on disruption to what that student was taught (as documented by the Programme Manager)
- details of any special circumstances that have been considered in determining their grade, e.g. access arrangements/reasonable adjustments or mitigating (as identified by the Programme Manager)
- circumstances such as illness (for which evidence must be provided)

The College Centre Review will consider all of the above evidence as relevant to the individual student. Should the appeal then progress to Stage Two (to the Awarding Organisation), the College will upload all learner evidence used to determine the TAG with the appeal. This will be for all qualifications except for BTECs which will follow a different route for the review of evidence as outlined by Pearson.

Students appealing to Pearson (at Stage Two) via the College are required to identify the grounds as one of the following (please see [BTEC Appeals process](#) for further explanation):

- Pearson Error Appeal (Student)
- Centre Process Appeal (Student)
- Centre Academic Judgement Appeal (Student) – Grade
- Centre Academic Judgement Appeal (Student) – Range of evidence
- Centre Process and Academic Judgement Appeal – combined (Student)

Awarding Organisations will not accept any appeals for which a Centre Review has not been completed.

Below are the deadlines for the different stages of appeal for Teacher Assessed Grades in the Summer 2021 series for all Awarding Organisations.

Key Dates for priority appeals*	
10 August to 16 August 2021	Window for students to request a centre review
10 August to 20 August 2021	Centres conduct centre reviews
10 August to 23 August 2021	Centres submit appeals to awarding organisations

** 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.*

Key dates for non-priority appeals	
From result day to 3 September 2021	Window for students to request a centre review
From result day to 10 September 2021	Centres conduct centre reviews
From result day to 17 September 2021	Centres submit appeals to awarding organisations

The following TAG Appeal Flowchart should be shared with students and parents to clarify the process.

TAG Appeal Flowchart:

Student receives results and would like to appeal against TAG/QTAG awarded.



Student meets Programme Manager/nominated teacher

Programme Manager / nominated teacher meets with learner to share the grades/marks associated with the sources of evidence used to determine their final TAG/QTAG.



Student still has concerns

Student checks [JCQ guidance for students and parents](#) and [FCOT TAG policy](#) via College website and if they believe they have a case for a Centre Review or an Appeal, the student should be provided with the *FCOT TAG/QAG Student Centre Review/Appeals Form* situated in the Quality section of the College intranet.



Student submits request for Centre Review

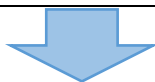
Student submits completed form to exams.appeals@farn-ct.ac.uk by **16 August 2021 for priority appeals** (students applying to HE who did not attain the grades for the offer they accepted as their first choice) or **3 September 2021 for non-priority appeals**.



Completion of Centre Review

The Quality department, with the support of Curriculum areas and the Exams department, conducts Centre Reviews in the order they are received. Whilst we understand this is an anxious time for students, we request that learners do not distract the Quality and Curriculum teams (for example, through requesting constant progress updates) during this time in order that we conduct these reviews as quickly as possible and in accordance with the JCQ timeline.

Student is informed of the outcome via email.



Centre Review identifies Procedural or Administrative Error

Any identified errors will be submitted to the Awarding Organisation by the Exams department in line with the outcome of the Centre Review.



Centre Review does not find evidence of Procedural or Administrative Error

Student has the right to request the College submits an appeal to the Awarding Organisation.