

Dear Parent/Guardian

Please find below information about the process of awarding your son/daughters grades this year and what to do if you or your son/daughter have a query.

How were my / my child's grades arrived at this year?

Grades this summer were based on Centre Assessed Grades (CAGs), sometimes called TAGs in the media and by exam boards. CAGs were submitted to the exam boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance. These were based purely on the evidence produced by your son/daughter. We sent home a booklet of the evidence we were using before and after Easter to ensure all students and parents were fully aware. [Here is a link to that original document](#)

The grades were thoroughly checked in meetings with Directors of Learning and Subject Leaders with members of SLT taking into account all of the special access arrangements agreed with SEN and individual circumstances provided by tutors and Mr Denman.

These grades were then approved by the relevant exam board, following external quality assurance checks.

In some cases, the CAGs we submitted may have been reviewed by the exam board, who may have asked us to submit an alternative grade. However, any changes to the grades we submitted were done by professional teachers or reviewers; this year no grades have been changed as a result of an algorithm.

What do I do if I'm not happy with my / my child's grade?

All students have the opportunity to appeal their grade if they meet the eligibility criteria (see below). It is important to note that an appeal may result in **a grade being lowered**, staying the same, or going up. **So if a student puts in an appeal and their grade is lowered, they will receive the lower mark.**

There is also the option to resit GCSEs in the autumn, which may well be preferable for some students. The design, content and assessment of these papers will be the same as in a normal year.

What are the grounds for appeal?

There are five main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

- You think we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet. (This could be based on your knowledge of the last WAD data received this year)
- You think we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the exam board and [available on our website](#).
- You think the **academic judgement on the selection of evidence was unreasonable**: therefore you think the **evidence used** to grade you was not reasonable. The link to the evidence we used and communicated with you previously is above.
- You think the **academic judgement on the grade you were given was unreasonable**.

What does 'unreasonable' mean?

'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade.

This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence.

It also means that the independent reviewers **will not remark or grade students' evidence**. Instead, they will look to see whether any teacher acting **reasonably** could have arrived at the same grade.

What will be the outcome of an appeal?

At either stage of the appeals process (see 'What are the two stages of an appeal?' below), **a student's grade may go up, stay the stay, or go down**. When placing an appeal the student will have to sign a declaration saying that they accept the fact their grade may go down and they may get a lower grade than their original CAG.

What's a priority appeal?

Priority appeals are only open to **A level students starting university this autumn, who have missed out on the conditions of their firm or insurance offer**.

JCQ **cannot** offer priority appeals for GCSE students, unfortunately.

What should I do before appealing?

Students must read the JCQ Student and Parent guide before appealing, which will be available on the JCQ website by results day.

We will not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in normal years, as we have already moderated and quality assured all the grades ourselves and therefore believe that the grades are accurate and fair.

What are the two stages of an appeal?

1) Centre Review

All appeals, on any of the grounds above, must first go through a **centre review** [using this form](#). At this stage, we will check for any administrative errors, and we are asked to check that our policies and procedures were followed correctly. Our policy has already been approved by the exam boards and we have also checked and ensured that we followed this properly throughout our internal quality assurance processes.

The outcome of the centre review will be communicated to students when made.

At the centre review stage, if we find that a grade should go up or down, we will ask the exam board to change it. They will then consider this request.

2) Awarding Organisation Appeal

Following the outcome of a centre review, students may still choose to pursue an **awarding organisation appeal**. The student must fill in the next section of the original form (Link above), which we will then send on their behalf to the exam boards. Students and parents are not allowed to send appeals directly to the exam board themselves – it must come from us.

The outcome of the awarding organisation appeal will be communicated to students when made.

How do I make an appeal?

Following results day, students should fill in the first section of the JCQ form (Link above) and send it to **exams@wildern.org**

What are the deadlines for non-priority (GCSE) appeals? [Please see the flow diagram](#)

Non-priority appeals are any A levels, GCSEs or vocational qualifications, where a firm or insurance **university** place is not pending.

You know my / my child's grades. Why can't you tell us?

We are forbidden from disclosing the Centre Assessed Grades to any third party, including students and parents, until results days. Any teacher or member of staff who does this is committing exam malpractice.

Although students may have been given marks or grades on single pieces of evidence, we cannot disclose the final submitted CAG.

During the external quality assurance process taking place in June and July, our submitted CAGs may be moved up or down (although this will always be done through human agency, not by an algorithm).

Mrs M.Wade

Assistant Headteacher