



Special Consideration & Appeals Process – Summer Awarding 2021

SPECIAL CONSIDERATION

The usual process whereby centres can submit special consideration applications to awarding organisations for qualifications will not apply this summer. As the range of evidence is flexible and can be tailored to an individual student according to coverage of the specification, instances of special consideration should be limited. Special consideration cannot be applied due to lost teaching and learning. This can be addressed through the flexibility of the range of evidence centres may use to determine students' grades. Students should only be assessed on the content of the specification covered. Where a temporary illness, a temporary injury or some other event outside of the student's control may have affected their performance in assessments which will be used to determine a grade, teachers will take this into account and document how they have done so. Centres must be satisfied that the issue or event has had, or is reasonably likely to have had, a material effect on a student's ability to demonstrate his or her normal level of attainment in an assessment.

APPEALS

Queensbury School staff have been working hard to ensure Teacher Assessed Grades issued to the awarding bodies are a true reflection of the grade a student is currently working at. Staff have assessed grades based on a range of evidence which includes but is not subject to; classwork, Non-Examination Assessments (NEAs), internal assessments, exam board materials released to support the TAG summer awarding process and the evidence being used is based only on the content taught from the start of the course. TAG grades are then Internally Quality Assured to ensure that teacher judgements are fair and consistent. Senior Leaders involved in examinations will double check student grades and sign off for approval to be submitted to the awarding bodies. Prior to the submission, the Executive Head Teacher will also counter check grades and submit a declaration to the awarding bodies confirming the grades are accurate and the school has met the requirements set by the regulators and awarding bodies when determining grades.

Once the exam boards receive the teacher-assessed grades they will ask every school and college to send them samples of student work. Exam board subject experts, made up of experienced examiners, will review the evidence from a sample of centres. This random sample will cover a range of centre types and regions. The exam boards will also look at evidence from new schools or colleges that might need more support, and from schools and colleges where the results are significantly different to their historical results when compared to other centres. This includes centres where grades are much higher or much lower than in previous years.

In these sample checks, exam boards will check that the academic judgement has been reasonable when deciding grades. If the exam board is concerned this isn't the case, they will ask the school or college to look into this and



may ask them to resubmit grades. Exam boards will not issue results until they are satisfied with the outcome of any investigation.

Following the issue of results, if you believe an error has been made in determining your grade, you will have a right to appeal. There are two stages to the appeals process which are as follows:

STAGE 1: CENTRE REVIEW

If you don't think you have been issued with the correct grade, you can appeal to your school or college, who will review whether they:

- made an administrative error, e.g., they submitted an incorrect grade; they used an incorrect assessment mark when determining your grade.
- did not apply a procedure correctly, e.g., they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

To help you decide whether to appeal, you can request that your school or college shares with you the following information on results day if not before:

- their Centre Policy (available on the website).
- the sources of evidence used to determine your grade along with any grades/marks associated with them.
- details of any special circumstances that have been taken into account in determining your grade, e.g., access arrangements or mitigating circumstances such as illness.

STAGE 2: APPEAL TO THE EXAM BOARD

If you still don't think you have the correct grade after the centre review is complete, you can ask your school or college to appeal to the exam board, who will review whether:

- the school or college made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence.
- the school or college did not apply a procedure correctly, e.g., they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.
- the exam board made an administrative error, e.g., they changed your grade during the processing of grades.



At both stages of the process, you will need to submit your appeal to your school or college and give them your written consent to conduct the appeal or submit it to the exam board on your behalf. It's important to remember that your grade can go down, up or stay the same through either stage of the process.

If you have a college/university place that is dependent on your appeal, you should tell the college/university you are hoping to attend, so they can decide how to handle your offer. You should also tell your school or college so they can ask the exam board to prioritise your appeal. The timelines for priority and non-priority appeals will be as follows:

Priority appeals window: 12 August 2021 to 7 September 2021

(Further educational placement conditional offer dependent upon grades)

- 12 August to 16 August: student requests centre review (Stage 1)
- 12 August to 20 August: centre conducts centre review
- **22 August: student requests centre review (Stage 2) Internal Deadline.**
- 12 August to 23 August: centre submits appeal to exam board

Majority of non-priority appeals take place: 12 August 2021 to end of October 2021

(Further educational placement offer guaranteed)

- 12 August to 3 September: student requests centre review (Stage 1)
- 12 August to 10 September: centre conducts centre review
- **22 August: student requests centre review (Stage 2) Internal Deadline.**
- 12 August to 17 September: centre submits appeal to exam board

Queensbury School will be charging a £50 Administration Fee per qualification to cover the cost of the administrative work to conduct a centre review of a student's appeal. Payment will be required upon submission of a Students Appeals Form Stage 1.

Upon the submission of an appeal, Queensbury School also advise that the candidate re-sit their qualification in the Autumn Series. The exams will be in a standard format and no adaptations will be made other than reasonable adjustments for eligible students. Further details & costs will be published later in the academic year.

Finally, if you believe the exam board has made a procedural error in handling your appeal, you can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.

If you would like to contact us in relation to an appeal as per the details above, then please complete the Appeals form and return to our exams officer directly via email to s.wolverson@queensbury.eiat.org.uk and we will process any requests and provide you with support for this as needed.



Queensbury School

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Executive Head Teacher **Mr Chris Wilson** BSc / PGCE / NPQH / MA

*Please note, subject to ongoing guidance being released by the Department of Education (DfE), Ofqual, Joint Council Qualifications (JCQ) and awarding bodies, this policy will continue to be updated as information and regulations are released to the centre.