

Appeal Policy and Process

How to lodge an Appeal regrading Teacher Assessed Grades August/September 2021

Any student is able to make an appeal. This must be signed to indicate what the reasons are for making the appeal and they must **also acknowledge that the grade can go down as well as up**. A pro-forma is available for this, **Annex A**. There are **two Stages** for an appeal.

In **Stage 1** (see **Annex A**) of the process students can only appeal on the grounds of administrative or procedural checks. To process **Stage 1** the school staff will then complete **Annex B** and the response will be shared with the appellant. Requests for appeals on the grounds of academic judgement (unreasonableness) can only be made at **Stage 2** (see **Annex C**) where the review is undertaken by the awarding body. In these cases **Stage 1 must have been completed first**.

Students will have either seen or will be able to see the following:

- Centre Policy (Available on the school website)
- Sources of Evidence used to determine the grade*
- Details of any variations in evidence due to disruption*
- Details of any special arrangements*

*(students should request a copy of their signing off form from the Examinations Officer containing these details by contacting **pwilliams@ttsonline.net**).

For A Level students awaiting a university place a **priority appeal** is available and must be submitted to Mr Williams (Examinations Officer) by **16 August**. For **non-priority appeals** (non-urgent A Level and GCSE) the deadline is **3 September**.

Any student who is awaiting a priority review must also let the Careers Office and their university know that they are waiting for the results of that review.

For the **priority appeals** it is hoped the review will be completed within 5 working days and for **non-priority appeals** it should be within 10 working days. Once the appeal has been submitted to Mr Williams he will then pass it on to the Subject Leader to carry out the review. That will then be returned to Mr Williams who will inform the student of the outcome.

For students who wish to make a **Stage 2** appeal to an awarding body the Examinations Officer will forward their request to the appropriate organisation. For **priority appeals** the deadline is **23 August** and for **non-priority appeals** the deadline is **17 September**.

Students will be advised to only complete a request for a **Stage 1** in the first instance and must await the outcome of that appeal and consider the response from the school. If the student remains dissatisfied at that point then they can submit a **Stage 2** appeal to the Examinations Officer who will forward the request to the appropriate organisation.

Should a student change their mind and request that their appeal is withdrawn, this can be done, **but only if no findings have already been made**.

Annexes A, B and C can be accessed here: [Annex A](#) [Annex B](#) [Annex C](#)