



## Teacher Awarded Grades Appeals Process at Verulam School 2021

For any appeal from students in Year 10, 11 or 13 the same process is followed using the JCQ appeals guidance. The appeal must use the JCQ model form and be submitted electronically.

It is important to note that a grade could go up, stay the same or go down in the review/appeal process.

### The Process

- The student appeals to the school for a centre review. This is an appeal in regard to an administrative error and or a procedural error only.
- The school replies having investigated the appeal.
- If a student wishes to then appeal to the examination board for an awarding organisation appeal then the final part of the form is to be completed and returned to the school. The school must send this appeal to the examination board. This type of appeal covers administrative, procedural and unreasonable exercise of academic judgement.
- All appeals must be on the exam board form and be sent electronically, with an electronic student signature, to [appeals@verulam.herts.sch.uk](mailto:appeals@verulam.herts.sch.uk)
- This will be the only portal/communication avenue that the school will be using for appeals.
- Each subject must be completed on a separate form.
- Evidence will need to be provided on the form for both types of review. You should only complete evidence for the centre review/appeal in the first instance. The school has to respond to this before you may choose to complete an awarding organisation review/appeal.

The examination board has set clear deadlines:

**Priority reviews/appeals** – this is **only** for Year 13 students, where the University place is directly dependent on the KS5 result(s)

- The deadline for submissions of appeals to the Exam Boards is 23<sup>rd</sup> August.
- We want to respond more quickly at Verulam and will have the following timeline in place:
  - **Results are released on Tuesday 10<sup>th</sup> August**
  - **Students to complete centre review/appeal by Thursday 12<sup>th</sup> August, 9am deadline.**
  - **The school will aim to investigate these and reply on Thursday 12<sup>th</sup> August.**
  - **If a student wishes to continue to an awarding body review, the deadline for this is Monday 16<sup>th</sup> August 9am.**
- Students who meet these deadlines will have reviews/appeals processed and sent to the exam board in advance of their 23<sup>rd</sup> August deadline. Any reviews/appeals that come into school after the school deadlines will be sent to the exam board on the 23<sup>rd</sup> August.

**Non-Priority Review/appeals** – this is for all other subject reviews.

- Exam Board deadline is 17<sup>th</sup> September for awarding organisation review/appeals.
- We want to respond more quickly at Verulam and will have the following timeline in place:
  - **Results released for KS5 is Tuesday 10<sup>th</sup> August and for KS4 Thursday 12<sup>th</sup> August.**
  - **Students to complete centre review/appeals by 9am Monday 23<sup>rd</sup> August.**
  - **The school will aim to investigate these and reply on Monday 23<sup>rd</sup> August.**
  - **If a student wishes to continue to an awarding body review/appeal the deadline for this is Tuesday August 31<sup>st</sup> 9am.**
- Students who meet these deadlines will have their reviews/appeals processed and sent to the exam boards in advance of their 17<sup>th</sup> September deadline. Any reviews/appeals that come into school after the school deadlines will be sent on 17<sup>th</sup> September.