

15<sup>th</sup> July 2021

Dear Parents and Carers,

Firstly, we would like to thank our students for their hard work and commitment to their studies despite the challenging year they have faced. Previous correspondence regarding how grades will be determined can be found on our website.

We have a robust quality assurance process in place (including internal and external moderation) to ensure students are issued with the correct grades on results day, however there will be an appeals process in place to ensure we can fix any genuine errors. If a student believes there has been an error in determining their grade, they will have the right to appeal. There are two stages to the appeals process;

### Stage 1: School Review

If you do not think you have been issued with the correct grade, you can appeal by contacting our examinations officer, Mrs Haughton by email [exams@maricourt.net](mailto:exams@maricourt.net). This information will then be passed to our appeals board who will review whether we:

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

To help you decide whether to appeal, please consult our Centre Policy on our website. You can also request that we share with you the following information:

- a) The sources of evidence used to determine the grade along with any grades/marks associated with them
- b) Details of any special circumstances that have been taken into account in determining the grade, e.g. access arrangements, mitigating circumstances such as illness

The appeal must be raised by the student themselves and the outcome of the review will be communicated via email.

### Stage 2: Appeal to the Exam Board

If you still don't think you have the correct grade after our review is complete, you can ask our examinations officer to appeal to the exam board, who will:

- a) Review whether we made an unreasonable exercise of academic judgement in the choice of evidence from which they determined the grade and/or in the determination of the grade from that evidence. A reasonable judgement is one that is supported by evidence. An exercise of judgement will not be unreasonable simply because a student considers that an alternative grade should have been awarded, even if the student puts forward supporting evidence. There may be a difference of opinion without there being an unreasonable exercise of judgement. The reviewer will not remark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence.

b) Review whether we applied a procedure correctly, e.g. we did not follow our Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

c) Review if the exam board made an administrative error, e.g. they changed a grade during the processing of grades.

At both stages of the process you will need to submit your appeal to Mrs Haughton and give her your written consent to conduct the appeal or submit it to the exam board on your behalf. It is important to remember that your grade can go down, up or stay the same through either stage of the process. For Year 13 students; if you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also inform Mrs Haughton so she can ask the exam board to prioritise your appeal.

### Stage 3: Appeal to Ofqual

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

### Timelines

#### **10 August to 7 September: Priority Appeals window (for those students with a University place dependent on the appeal)**

- 10 August to 16 August: student requests centre review
- 10 August to 20 August: centre conducts centre review
- 11 August to 23 August: centre submits appeal to exam board

#### **10 August to end October: majority of Non-Priority Appeals window**

- 10 August to 3 September: student requests centre review
- 10 August to 10 September: centre conducts centre review
- 11 August to 17 September: centre submits appeal to exam board

It is important to say that much like with exams in normal years, the grades issued this year will not take account of a student's potential. The grade will be determined by the evidence we have which demonstrates the standard a student is performing at. It should be no easier or harder for them to achieve a grade this year based on their performance than in previous years. We would like to assure you that we are doing all that is possible to work with our students to ensure that this assessment and grading process is as smooth as possible for them.

Yours Sincerely

J Mangan

Headteacher