



**ST CUTHBERT'S**  
— CATHOLIC HIGH SCHOOL —

# Appeals Policy for the Examination Series Summer 2021

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Approved by	LGB	Originator(s):	KS/JCQ
Version No:	1	Version Date:	16 <sup>th</sup> July 2021

This document is solely based on the direction given in the Joint Council for Qualifications guide; 'A guide to appeals processes Summer 2021 series' published 8<sup>th</sup> June 2021.

### Who can request a review and when?

**In England, candidates cannot appeal directly to an awarding organisation.**

Any student may submit a request for a centre review (Stage 1 review) on the grounds that the centre has:

- failed to follow its procedures properly or consistently in arriving at the result issued; or
- made an administrative error in relation to the result.

Requests for appeals on the grounds of academic judgement will only be considered by the awarding organisation (Stage 2 review) and not by the centre. In these cases, an initial centre (Stage 1) review must still be completed to ensure that the centre has not made any procedural or administrative errors.

To decide whether to request a review, students will need some or all of the information listed below.

This information may include:

- a. the centre policy (available on the school's website).
- b. the sources of evidence used to determine the student's grade (discussed with students by class teachers when students signed their declaration forms).
- c. details of any variations in evidence used based on disruption to what that student has been taught (discussed with students by class teachers when students signed their declaration forms).
- d. details of any special circumstances that have been considered in determining their grade, e.g. access arrangements/reasonable adjustments or mitigating circumstances such as illness (discussed and shared with specific, individual students, where applicable).

A centre (Stage 1) review must be completed, and an outcome reported to the student before an appeal can be submitted to the awarding organisation.

Any appeals submitted where this has not happened will be rejected by the awarding organisation and a new application will need to be submitted once the centre (Stage 1) review has been completed.

All requests for a centre review must be made directly to the centre. At St Cuthbert's Catholic High School, we ask that requests for centre reviews are made by the candidate by:

- **16<sup>th</sup> August 2021** (priority appeals only - for Year 13 students applying for higher education who did not attain their firm choice).
- **3<sup>rd</sup> September 2021** (in all other cases).

This will enable us as a centre to meet the deadlines to submit appeals to the awarding organisations, should it be necessary.

Stage 1 centre reviews that are not submitted by these dates may lead to appeals not being completed in time for those with a higher education place dependent upon the outcome of the appeal.

For reviews where a higher education place is dependent on the outcome of the appeal, students must include their UCAS personal ID. The student should also notify their preferred higher education provider that a review has been requested at the earliest possible opportunity so that they can decide how to move forward with their offer. Mr Stuart should also be made aware so that we can ask the awarding organisation to prioritise your appeal.

All appeals should be emailed to [appeals@scchs.org.uk](mailto:appeals@scchs.org.uk) using the JCQ documentation on the website.

### Timeline:

The timelines for priority and non-priority appeals will be as follows:

- 10<sup>th</sup> August – 23<sup>rd</sup> August: **priority appeal** window for Year 13 students only
  - 10<sup>th</sup> August – 16<sup>th</sup> August: student requests centre review via email, completing all necessary paperwork
  - 16<sup>th</sup> August – 20<sup>th</sup> August: centre conducts centre review and informs student of outcome
  - 16<sup>th</sup> August – 23<sup>rd</sup> August: centre submits appeal to awarding body, should it be requested via completion of all necessary paperwork
  
- 10<sup>th</sup> August – 17<sup>th</sup> September: **non-priority appeal** window (Year 11 and 13 students)
  - 10<sup>th</sup> August – 3<sup>rd</sup> September: student requests centre review via email, completing all necessary paperwork
  - 10<sup>th</sup> August – 10<sup>th</sup> September: centre conducts centre review and informs student of outcome
  - 11<sup>th</sup> August – 17<sup>th</sup> September: centre submits appeal to awarding body, should it be requested via completion of all necessary paperwork