



This year's A Level and GCSE grades are based on 'Teacher Assessed Grades', which were submitted to the exam boards by the School in June. The overall results for the School are significantly higher than in previous years when public exams took place. The great majority of our Year 11 and Year 13 students have achieved the grades they need to move on to the next stage in their lives and education, whether that is a place at university or admission to Sixth Form.

Our first priority on Results Day is to assist students who have missed offers. If your query is not urgent – for example, you have met your offer or have achieved the grades to progress to the next step of your life or education – please do not contact us on Results Day. Requests for Non-Priority Centre Reviews can be submitted anytime up to Friday 3 September (see submission deadlines table on the next page of this document). We will deal with Non-Priority Reviews only after all the Priority Centre Reviews have been completed.

## **The Appeals Process in 2021**

The appeals process this year is a two-stage process. The first stage of appeal is a Centre Review, the second stage of appeal is an Appeal to the Exam Board.

### **1) Centre Review – Stage 1**

By requesting a Centre Review, you are asking the School to check whether it made a procedural error or an administrative error when we submitted your grade to the exam board. A procedural error means a failure to follow the correct process in generating the grade (for example, by not applying the School's framework for generating grades fairly or in line with the process laid down in our Teacher Assessed Grades Policy. A copy of our TAG Policy can be found in Our Policies section on the RGS website. An administrative error means the School submitting the wrong grade.

**You must request a Centre Review before you can request an Appeal to the Exam Board.** This is so the exam board is certain that the School submitted the grade intended.

### **2) Appeal to the Exam Board – Stage 2**

If the Centre Review does not result in a change of grade and you still believe a procedural error was made, or you believe that your grade represents an unreasonable exercise of academic judgement on the part of your teachers, then you can submit an Appeal to the Exam Board. In this case, the exam board will check whether the School made a procedural error – or whether the exam board itself made an administrative error. They will also review the academic evidence to determine whether the grade represented a reasonable exercise of academic judgement. All appeals to the exam boards must be made through the School following an unsuccessful Centre Review (Stage 1). The School will send the evidence on which the grade was based to the exam board, and they will judge whether the grade was reasonable or not.

**\*Please note that if you request a Centre Review or an Appeal to the Exam Board, your original grade may be lowered, confirmed or raised.**

**If your grade is lowered you will NOT be able to revert back to the original grade you received on Results Day.** We strongly recommend, therefore, that you consult a Subject Leader or senior member of staff before requesting either a Centre Review or an Appeal to the Exam Board.

## Submission deadlines for A Level and BTEC appeals

	Type	Deadline
1	<b>Priority Centre Reviews (Stage 1)</b> (only for A level and BTEC students applying to higher education who did not attain their firm choice or Insurance offer and wish to appeal an A level or BTEC qualification)	<b>Monday 16 August</b>
2	<b>Priority Appeals to the Exam Board (Stage 2)</b>	<b>Monday 23 August</b>
3	<b>Non-Priority Centre Reviews</b>	<b>Friday 3 September</b>
4	<b>Non-Priority Appeals to the Exam Board</b>	<b>Friday 17 September</b>

## FAQs for the Appeals Process in 2021

### 1. What do I do if I am not happy with my grades?

Email the appropriate Subject Leader or speak to a senior member of staff on the School's Results Helpline 01494 551462 or 01494 551411 to find out how the grade was generated.

### 2. How do I make an appeal?

You should fill in the Centre Review Application Form, which is attached with this guidance and accessible on the RGS website (select Parents from the bar at the top of the page and then GCSE & A Level Results 2021 from the drop-down menu) by the **relevant deadlines** and submit it to Mrs Hogarth the Exams Officer. Only submissions made in person and on the Appeal Form will be considered.

### 3. When will I know the outcome of the Priority Centre Review?

We will complete the Centre Review by 4pm on Wednesday 18 August. We will notify you of the outcome of the Centre Review by email, using the address you provide on the Centre Review Application Form.

### 4. When will I know the outcome of the Appeal to the Exam Board?

The Exam Boards will aim to complete appeals as soon as possible and particular efforts will be made for those appeals that have been identified as **Priority Appeals** (available to A Level or BTEC students who did not attain their firm choice or insurance offer). For Non-Priority Appeals the Exam Boards will aim to complete the appeals process within 42 calendar days of the receipt of the application.

### 5. What will be the outcome of an appeal?

At either stage of the appeal process, your original grade may be **lowered, confirmed or raised**.