

## Landau Forte College – Examinations 2021 Appeals Policy and Arrangements

You will be aware that outcomes for summer examinations have been determined by a Teacher Assessment Grade (TAG).

For GCSEs, AS and A Levels courses, this has been based on a range of evidence collected over the two Assessment points in April and May and subject specific assessments during the course of the programme. More specific details of which assessments have been taken into account are on the College website

For Vocational courses at Level 2 and Level 3, students have continued to complete their internally assessed portfolios and have completed trial exams to support TAGs for any external units that they would have taken this summer.

The College has employed a robust and rigorous approach to awarding TAGs, and has moderated and quality assured each grade awarded to ensure that it is based on the evidence that has been collected from the student and conducted under conditions that enable the College to both authenticate that the work is the students' own, but also affording all normal access arrangements to qualifying students. This process is detailed in full in the **Centre Policy** which is on the College website.

Results are issued to students on the 10<sup>th</sup> August (A Level, AS Level and BTEC Level 3) and 12<sup>th</sup> August (GCSE, Level 2 Vocational) and we are confident that students will have performed as well as they would have done had examinations taken place. However, should students not be happy with their grade, they have a right to appeal. The process for appealing grades is detailed below. As well as the right to appeal, students can opt to take part in an Autumn series of GCSE, AS and A Level examinations which will take place in October to December 2021.

### Process of Appeals

There are three stages of appeal, that will take place throughout August – October:

#### Stage 1. Centre review

If a student does not consider that they have been issued with the correct grade, they can ask the College to check whether it made an administrative or procedural error.

The College will check to see whether any error has been made and if there is, the College will submit a request that the grade is changed by the examination board.

#### Stage 2.

##### Awarding organisation appeal

The second stage of appeal is an Awarding Organisation appeal. This appeal must be submitted by the College on behalf of the candidate. The grounds for appeal at Stage 2 would be:

- the centre did not follow its own centre policy
- the centre did not undertake internal Quality Assurance
- the centre did not allow access arrangements for qualifying candidates or take account of mitigating circumstances at the time of completing the evidence.
- the Awarding Organisation made an administrative error
- the centre did not exercise reasonable academic judgement in the selection of evidence or the determination of the grade

The College will submit the appeal and the awarding organisation (e.g. AQA, OCR etc.) will itself conduct a check that the College has not made an error in following its processes and will check that the grade awarded is a reasonable exercise of academic judgement.

The awarding organisation will then inform the College of its outcome and the College will in turn inform the student.

### **Stage 3. Ofqual Exam Procedures Review Service**

If the candidate believe that the awarding organisation did not follow correct procedures it can apply to OFqual's EPRS (Exam Procedures Review Service)

**It is important to recognise that at every stage, a student's result could go up *or* down (or remain the same) as a result of making the appeal and that the outcome of an appeal will be final.**

### **How to make an appeal**

Candidates who wish to appeal can only do so when they have received their results.

They should inform the College and complete an appeals form. This can be downloaded from the website or copies will be available on request from the College. This should be submitted to the Examinations Officer Annette Potts or emailed to LFCD Exam office - [examoffice@landau-forte.org.uk](mailto:examoffice@landau-forte.org.uk)

### **Timescales**

Priority Appeals (e.g. where appeals may affect the outcome of a University place)

- 10 August to 7 September; priority appeals window
- 16 August: deadline for students to request Stage 1 centre review
- 23 August: deadline for centres to submit Stage 2 appeals to awarding organisations

Non-priority appeals:

- 10 August to end October: majority of non-priority appeals take place
- 3 September: deadline for students to request Stage 1 centre review
- 17 September: deadline for centres to submit Stage 2 appeals to awarding organisations