



# Venerable Bede Church of England Academy

## Dayspring Trust



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Executive Headteacher: Mrs G A Booth (BA Hons/M.Ed.)

July 2021

Dear Parents/Carers and Year 11 Pupils,

### Year 11 Teacher Assessed Grades

Following the hard work of our pupils, teacher assessed grades were submitted by the deadline of 18 June to the Exam Boards. We are looking forward to welcoming our pupils back into the academy to collect their results on **Thursday 12th August**. Further details will be issued on the organisation of results day nearer the time, once we have any necessary updates regarding our COVID-19 risk assessment.

To ensure all pupils and parents/carers are aware of the appeals process, should it be required, we felt it would be helpful to communicate the review and appeal procedures well in advance of this date.

We have published a number of key documents on our website that parents/carers and pupils may want to read prior to results being issued. Please click on this [LINK](#) to access these documents which include:

- Centre Policy for Determining Grades in Summer 2021 (this has been approved by JCQ)
- Summary of Centre Review and Appeal to Awarding Organisation Process (also attached)
- Appendix B - Pupil request form for Centre Reviews and Appeals to Awarding Organisations

During the assessment process, pupils were informed which sources of evidence would be used to determine their grades. Marks and associated feedback were issued, as appropriate. Please note, Exam Board regulations make it very clear that **we are not permitted to issue any final Teacher assessed Grades to pupils or parents/carers prior to the results day in August**.

In addition to this, throughout the assessment process we have undertaken a number of internal quality assurance processes, including departmental moderation and standardisation, administrative checks for the inputting of grades and SLT quality assurance to ensure that all teachers have followed the centre policy. These checks are in line with the procedures expected of schools from the Awarding Bodies. External national quality assurance checks, by awarding organisations, are also now taking place.

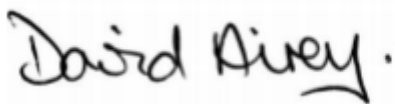


This transparency, as well as thorough quality assurance , should result in pupils being awarded grades which are in line with the assessment materials they have completed. However, should a pupil wish to submit a centre review or appeal to an awarding organisation they will need to follow the attached '**Centre Review and Appeals Process**'.

We hope that by having this information in advance, both pupils and parents/carers will understand the grounds on which an appeal about GCSE results can be made.

If you have any queries, please feel free to contact us via email ([Exams@venerablebede.co.uk](mailto:Exams@venerablebede.co.uk)) and we will endeavour to respond to you as soon as possible.

Yours faithfully,



Mr. D. Airey  
Headteacher



Mrs. T. Burgess  
Deputy Headteacher



# Centre Review and Appeals Process 2021

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## Stage 1 (Part A): Centre Review Pupil Request

If a pupil believes that there has been an administrative or procedural error they can submit a centre review.

- A procedural error means a failure to follow the process set out in the centre policy.
- An administrative error means an error in recording the grade or submitting the grade to the awarding body.
- Stage 1 on the JCQ form ([LINK](#)) must be completed by the pupil and submitted **by 12pm on 3rd September** for a non-priority appeal\*.
- This will need to be e-mailed to Exams@venerablebede.co.uk
- Pupils should be aware that the outcome of this review could be that the original grade could be lowered, confirmed or raised.

*\*Please note: JCQ guidance advises that a 'priority appeal' is only for pupils applying to higher education who did not attain their firm choice at university (i.e. for A-Level and equivalent results only). JCQ considers all other appeals to be 'non-priority'.*

## Stage 1 (Part B): Centre Review Outcome

Following a series of internal checks, pupils will be issued with a response to their request for a Centre Review.

- The outcome could be that the original grade could be lowered, confirmed or raised. Once a finding has been made the pupil cannot withdraw their request for a centre review.
- If the grade has been lowered the pupil will not be able to revert back to the original grade they received on results day.
- Following this outcome, a pupil can then decide to progress to Stage 2-appeal to awarding organisation

## Stage 2- Appeal to Awarding Organisation

A pupil can submit an appeal to the awarding organisation on the following grounds:

- The centre made a procedural or administrative error
- The awarding organisation made an administrative error
- For the awarding organisation to check whether the academic judgment of the centre was 'reasonable' in the selection of evidence
- For the awarding organisation to check whether the academic judgement of the centre was reasonable in the determination of the grade

Appendix B stage 2 will now need to be completed (this can only be submitted once Stage 1 has been completed).

- This must be submitted by the school on your behalf.
- It will need to be e-mailed to Exams@venerablebede.co.uk
- This needs to be submitted by **17th September 2021** for non-priority appeals\*.