

Dear Student and Parent/Carer

RE: Teacher-assessed grades – evidence used and the right to appeal

As we move from July into August, our, and your, attention will be focused upon the upcoming results day and your subsequent progression to university or further training and employment.

As I'm sure you're aware, the college submitted the final teacher-assessed grades (TAGs) to awarding bodies in June. The process that we undertook has also been quality assured by each examination board before we broke for the summer. This means that they have checked the process that we followed to determine the TAGs. Whilst this process has been complex and time-consuming, I am confident that the grades that students have been awarded are a true reflection of what they know and what they can do.

Results day – Tuesday 10 August

We look forward to welcoming students into the college from 8.00am on Tuesday 10 August to receive their results. A more detailed letter about this day was sent to students earlier this month but can be found [here](#) for your reference.

Despite national restrictions easing on 19 July, the college's risk assessment requires all visitors to follow our guidelines to mitigate the risk of COVID-19 transmission. These are detailed below:

- If a student, or anyone in their household, has symptoms of COVID-19 (a high temperature; a new or continuous cough, or a loss or change to their sense of smell or taste) they must not attend college under any circumstances. If the situation detailed above applies to you on results day then please contact the college via exams@elliottthudsoncollege.ac.uk or 0113 3239777; we will be pleased to assist you in making alternative arrangements.
- Students will be directed to sanitise their hands at the sanitiser station upon entry.
- Students must follow the designated route around the college building.
- We continue to recommend that face coverings should be worn when on-site.
- Students should keep a distance of at least 2m from members of staff.

Results day is taking place in the middle of the college holiday period and therefore the above mitigation should help reduce transmission and subsequent self-isolation that could have significant consequences to the plans of students, staff and the wider community.

Confirmation of the evidence used

We have tried to ensure that we have been clear and transparent with the evidence that teachers have used in determining your grades. Details of the evidence buckets used for each subject can be found on our website by clicking this [link](#). If any alternative pieces of evidence have been used, you will have received notification of this via a posted letter at the end of June. If this is not the case, you should contact exams@elliottthudsoncollege.ac.uk as a matter of urgency.

The right to appeal

Awarding bodies are clear that grades must be determined by colleges this year as teachers are best placed to do this. However, they also want to ensure that the appeals process acts as a critical safety net in the event that anything goes wrong so that each student has an individual right to appeal their grades via a transparent process of review.

An appeal can lead to three possible outcomes:

1. Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
2. Your original grade is **confirmed**, so there is no change to your grade.
3. Your original grade is **raised**, so your final grade will be higher than the original grade you received.

Students must understand the risk of entering any appeals process and therefore staff at the college will support students with any appeal that they wish to make. Once a finding has been made, you cannot withdraw your request for a centre review or appeal. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

There are two stages to the appeals process:

1. Stage 1 – Requests for a centre review
2. Stage 2 – Appeals to the awarding organisation

Stage 1 – Requests for a centre review

- Students must submit a request for a centre review before an appeal can be made to the awarding organisation.
- You can ask the college to check whether it made:
 - a **procedural** error – this means a failure to follow the process set out in the Centre Policy, for example, work was not moderated as set out in the Policy.
 - an **administrative** error - this means an error in recording your grade or submitting your grade to the awarding organisation, for example the wrong grade was entered onto a database.
- The process is an internal process and can lead to the three possible outcomes outlined above.

Stage 2 – Appeals to the awarding organisation

- Students cannot appeal directly to the awarding body. The college must submit the appeal on your behalf. We will work with you to ensure that the appeal reflects your concerns satisfactorily.
- You ask the awarding organisation to check whether the college made:
 - a **procedural** error
 - an **administrative** error
 - the **academic judgement** was unreasonable, either in the selection of the evidence or in the determination of your grade.
- The focus of any appeal on academic grounds is whether the TAG awarded was unreasonable. An appeal does not review whether any other grade or mark would have been reasonable.

- The review will be holistic, not of individual pieces of assessments. Reviews will look at the whole evidence base and then ask whether the grade that the teacher awarded seems reasonable.
- They will not re-mark work. They will look at the whole evidence base and judge whether the evidence could reasonably lead to the grade awarded.
- This means that the reviewer will only conclude that there has been an unreasonable exercise of academic judgement if the TAG awarded was clearly wrong – i.e. there was no basis upon which the grade could have been given.
- The process is an external process and can lead to the three possible outcomes outlined above.

Deadlines for appeals

Progression to higher education or employment may depend upon an appeal process, therefore the deadlines for appeal must be adhered to.

- Stage 1 – Requests for a Centre review – deadline Friday 13 August.
- Stage 2 – Appeals to awarding organisations – deadline Friday 20 August.

Supporting documentation

This letter only summarises the appeals process. Full details can be found on the college's website (<https://www.elliottthudsoncollege.ac.uk/a-levels-2021/>) or by clicking the links below:

- [JCQ guide to appeals](#)
- [Student Request form for an appeal](#)
- [Evidence checklist for appeals](#)
- [JCQ guide for students and parents](#)
- [Ofqual guide for students](#)
- [TGAT TAG: Student Representation & Appeals Policy](#)

I hope that the transparency of our process has ensured that all students have a clear understanding of how their final grades have been awarded. Please be assured that the college will do all it can to support students during and following results day on Tuesday 10 August.

If you have any questions regarding any of the information in this communication, please contact exams@elliottthudsoncollege.ac.uk.

I look forward to celebrating with students on results day.

My very best wishes



David Holtham
Executive Principal: Post 16 Education