



# ST JOSEPH'S COLLEGE



**LASALLIAN:**  
*You are part  
of the miracle*  
Our Vision.  
Our Passion.  
Our Future.

## Appeals Process August 2021

It has been a very different examination season this year and the Appeals procedure is also different. The appeals process involves 2 stages. The first stage is called a centre review made and conducted by St Joseph's College and the second stage is an awarding organisation appeal to the exam board. Requests must be made by the candidate, parents cannot make appeals on the candidate's behalf.

### What may happen to your grade during the centre review and appeals process?

If you (the candidate) request a centre review or an awarding organisation appeal there are 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.

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.

### What will be checked during a centre review?

You can ask the centre to check whether it made a procedural error, an administrative error, or both. A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You **must** request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

### What will be checked during an awarding organisation appeal?

Once a centre review has been completed, you can then ask the awarding organisation to check whether the centre made a procedural or administrative error – or whether the awarding organisation itself made an administrative error. You can also ask the awarding organisation to check whether the academic judgement of the centre was unreasonable, either in the selection of evidence or the determination of your grade.



### **When do I need to submit my request?**

Appeals for A levels and Vocational qualifications are seen as priority appeals. This prioritises them as students may need these grades to go onto the next steps in their education such as University.

Year 13 Appeals will need to submit the Centre Review request between Wednesday 11<sup>th</sup> August and Monday 16<sup>th</sup> August 2021, these will be completed by 20<sup>th</sup> August 2021. Priority Awarding Organisation reviews should be submitted before Monday 23<sup>rd</sup> August.

As appeals for GCSE results are regarded as non-priority appeals, you will need to submit your Centre Review request between Friday 13<sup>th</sup> August and Friday 3<sup>rd</sup> September 2021. Awarding Organisation reviews should be submitted between Monday 6<sup>th</sup> September and Friday 17<sup>th</sup> September 2021.

To request an appeal, please complete the form in the link below and return it within the dates above using the following email address.

[Exams2021@sjc.ac](mailto:Exams2021@sjc.ac)

Please do not use any other school email contact and do not contact your teachers about the grades. Also remember that you must request a centre review before you make an awarding organisation appeal.

The link to the JCQ Appeals form is:

<https://tinyurl.com/keyta2zw>

If you have any questions or queries about your results then please contact me on the email above.

Kind regards

Mr S Cabrera  
Director of Development