

Appeals Procedure Summer 2021

Key points to consider before submitting an appeal

This procedure explains the process by which you can submit an appeal if you have reason to believe that your grade is wrong. There are two stages to this process and these are summarised in the procedure below. Before deciding to submit an appeal there are some important things to consider to ensure that an appeal is in your best interest and that you are not taking unnecessary risks. These are the key points:

- All courses have completed a rigorous quality assurance process to ensure that you are awarded the right grade based on the evidence in your basket and that your grade has been standardised against the other students on your course (in line with the College's Centre Policy).
- Your teachers have awarded you the highest grade possible based on the evidence provided. You should be aware that, on appeal, grades can go down, or stay the same, go up. This means that there is a real risk that you may be awarded a lower grade as an outcome of an appeal.
- JCQ guidance clarifies what an appeal to an awarding organisation involves: 'The independent reviewer will consider whether the original Teacher Assessed Grade decision was reasonable. The independent reviewer will not consider whether they would have given an alternative grade or whether an alternative grade could also reasonably have been given.'

If you are unhappy with your grade, you can, of course, appeal. However, in the light of the points above, you might also want to consider sitting an exam in the autumn series or, if your first-choice university place is affected, taking advice from our Progression Guidance team on higher education alternatives. Further guidance can be accessed via:

- ['TAG/Q-TAG Appeals – FAQs'](#).
- [JCQ Student Guide](#)
- [JCQ Student Handout](#)

Appeals guidance and deadlines

If you think your grade(s) are incorrect, the appeals procedure for Summer 2021 allows students to make an appeal (Stage 1 - Centre Review) where they believe there has been either a procedural or administrative error made by the college. A Stage One – Centre Review application form is available [here](#), and once completed must be sent to exams@esher.ac.uk.

Once a Stage 1 Centre Review has been completed, and if you wish to appeal to the exam board, you can request a form for Stage 2 – Awarding Organisation Appeal via exams@esher.ac.uk. You must have a completed Stage 1 – Centre Review before applying for a Stage 2 – Awarding Organisation Appeal. A Stage 2 – Awarding Organisation Appeal can be made on the basis of a procedural or administrative error made by the exam board, or that the academic judgement of the college was unreasonable either in the selection of evidence or the determination of the grade.

The following deadlines apply:

3pm Monday 16 August 2021	Stage 1 - Centre review priority appeal A priority appeal is only for students applying to higher education who did not attain the offer they accepted as
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	their first choice. You should inform you higher education provider that you have requested a centre review
3pm Friday 3 September 2021	Stage 1 - Centre review non-priority appeal
3pm Monday 23 August 2021	Stage 2 - Awarding organisation priority appeal A priority appeal is only for students applying to higher education who did not attain the offer they accepted as their first choice. You should inform your higher education provider that you have requested an appeal
3pm Friday 17 September 2021	Stage 2 - Awarding organisation non-priority appeal

Further Guidance

Please see below for further guidance in relation to appeals. We will update with any further guidance once this is made available:

- [TAG/Q-TAG Appeals – FAQs](#)
- [JCQ Student Guide](#)
- [JCQ Student Handout](#)