



PRINCIPAL:
VICE PRINCIPAL:

MR S GODDEN
MR D PALMER

14th June 2021

Dear Candidates and Parents/Carers,

RE: Examinations Appeals Process

Throughout this academic year, the school has endeavoured to keep you up to date about information surrounding this year's examinations. We have also shared how the Awarding Organisations (Examination Boards), regulators (Ofqual and JCQ) and the Department for Education are managing this process as well as the responsibilities placed upon schools and colleges as examination centres.

The whole of this has been exceptionally challenging for candidates and for those in schools and colleges administering these qualifications.

This letter gives an overview of the processes the school has followed thus far and our next steps. It is important to note that all of the associated documentation for examinations are available on the school's website [via this link](#). This includes the school's policy and procedures as well as any required templates. Furthermore, to help support, we have also held assemblies to help share more information and had a virtual information evening for candidates and their parents. This evening was repeated and over 100 people were involved in the two sessions. To further support, we will present this session once more on **22nd June at 5:30pm** via Google. A link will be sent separately. Additionally, there is a candidate guide developed by JCQ which is also available on the website.

All of the school's policies and procedures have followed the instructions and guidance provided by JCQ and Ofqual, as well as subject specific requirements as detailed by Awarding Organisations. Our procedures have added layers to those expected, ensuring that the outcomes for candidates are moderated, rigorously checked and as fair as possible to both the individual and to the other candidates in the cohort.

Previously

Depending on the courses sat by candidates a number (or all) of the following will have occurred:

- Assessments (including Awarding Organisation questions) will have been sat
- Non-examined assessments (NEA) will have been used
- Grades awarded at DC4 and DC5 (DC5 is the grade submitted to Awarding Organisations) have been checked through:
 - Moderation and collection of assessments and other work
 - Validation by Line Managers and Senior Leaders
 - Checking candidate's 'journey' against previous data collections
 - Checking the grades awarded by subjects, including calculations used
 - Comparing grades against preceding examined cohorts
 - Ensuring 'Exam Access Arrangements' and 'Special Consideration' have been taken into account where appropriate



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Grades at DC4 and DC5 for all candidates in all subjects have been carefully checked by each of the following; departmental staff, Heads of Department, Line Managers, Senior Leaders and the Examinations Team.

- In instances where grades have decreased from DC4 to DC5 these have been challenged. This may have been through:
 - Poor performance through assessment and/or
 - Lower marks awarded for NEA than expected, possibly because aspects were not completed by the candidate and/or
 - Insufficient evidence
- Equally, in cases where candidates have progressed slightly above expectations from DC4 to DC5, this has also been checked. Causes include:
 - Where marks were awarded at DC4 and DC5: for instance, a candidate may have 'jumped' two grades - if they were at the top of a grade boundary in DC4 and added just over a grade's worth of marks, this could move them up two grades
 - The impact of NEAs
 - The impact (particularly in L3 vocational courses) of previously examined units

Currently

Grades are currently going through their final checks by the school and are being 'signed-off' by relevant staff. Over the next week, these centre-assessed grades will be submitted to awarding organisations where they too will continue to apply quality assurance procedures. This will ensure grades reflect candidate, subject and centre profiles.

Next

Results will be released on:

- 10th August for Level 3 courses and
- 12th August for Level 2 (generally GCSE) courses.

These results will be available from 9am at school and a final communication will be issued towards the end of term to outline procedures here.

Once these have been issued, it is of course right and proper that there is a right of appeal for candidates to ensure mistakes have not been made and that policy has been appropriately followed. The JCQ has released the final information surrounding this aspect of examinations and it is important that candidates and parents/carers understand this process. We still need to see the guidance for some qualifications including BTEC.

The Appeals Process:

The full process is shown as a table on the next page and this should help guide you through the stages of appeals.

At this point is essential that candidates understand that if a grade is appealed, it may go down, remain the same or go up.

Candidates must also be aware that no appeal can go directly to an Awarding Organisation - it MUST go through the school. A Stage 1 Appeal MUST occur before any a Stage 2 Appeal can even be considered.



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Please recognise the dates of which appeals may occur at Trinity. The dates provided ensure that candidates here are treated fairly and that these can be administered. There is a time frame outside of this to ensure the school has the opportunity to direct appeals to the Awarding Organisations should this be required.

‘Priority appeals’: Some appeals are seen as ‘priority’. These must be addressed by the centre first. These priority appeals affect candidates in Year 13 who have been studying Level 3 qualifications AND have applied for university programmes.

Last year there were around a dozen ‘Stage 1’ appeals. In each case – because of the processes noted further above – the grade awarded by the centre was upheld. No appeals reached ‘Stage 2’.

This year, understandably, has been tumultuous. We would like to thank candidates and parents/carers for their willing engagement in this exceptional process. We very much hope that candidates receive the grades they need for the next steps in their journey.

Yours sincerely

Mr Simon Godden

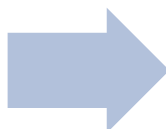


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Stage 1 Appeal

- Purpose: to consider whether the centre has made an administrative or procedural error when determining grades
- Who?: This is submitted by the candidate (not parents or carers)
- How?: The '**Stage 1 Appeals Form**', available on the website, should be completed and emailed to appeals@trinity.bexley.sch.uk
- What happens?: The centre will review the evidence and determine the outcome
- Outcome: results may remain the same, go up **or go down** and this will be communicated to candidates.
- Dates:
- Priority Appeals (Year 13): 10th - 16th August - these will be actioned first and above other appeals. This affects Level 3 candidates who have applied to Higher Education Institutes ONLY
- Other Appeals (Year 12 and Year 13): 10th - 16th August AND 6th - 10th September
- Other Appeals (Year 11): 12th - 16th August AND 6th - 10th September



Stage 2 Appeal

- Purpose: If the candidate does not feel the outcome of a Stage 1 appeal is satisfactory or 'if a grade reflects an unreasonable exercise of academic judgement', candidates have the right to request a Stage 2 Appeal
- Who?: This is submitted by the candidate (not parents or carers)
- How?: The '**Stage 2 Appeals Form**', available on the website, should be completed and emailed to appeals@trinity.bexley.sch.uk Stage 2 Appeals have to be made through the school
- What happens?: The centre will collate the relevant evidence and submit a Stage 2 Appeal to the Awarding Organisation.
- Outcome: the final decision is made by the Awarding Organisation. Results, as with Stage 1, may remain the same, go up or **go down**
- Dates:
- Priority Appeals (Year 13): 10th - 16th August - these will be actioned first and above other appeals. This affects Level 3 candidates who have applied to Higher Education Institutes ONLY
- Other Appeals (Year 12 and Year 13): 10th - 16th August AND 6th - 10th September
- Other Appeals (Year 11): 12th - 16th August AND 6th - 10th September

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