



Jo Richardson Community School

TEACHER ASSESSED GRADES - SUMMER 2021

REQUEST FOR A STAGE TWO APPEAL TO THE EXAM BOARD(S)

Please complete this form if you would like to ask the school to carry out a Stage Two appeal to the exam board for one or more of your grades. You can only request a Stage Two appeal if you have submitted a Stage One review and you have received the outcome of the review from the School.

Please send this form to the following email addresses:

1. grmsith@jorichardson.org.uk
2. kevans@jorichardson.org.uk
3. jwhitehead@jorichardson.org.uk

The timescales for the School to submit appeals to the exam board are **23 August 2021 for priority appeals** (appeals that need to be fast tracked for a Higher Education place) and **17 September 2021 for non-priority appeals**. Please therefore submit this form as soon as possible before these deadlines so that we have enough time to process your request.

Please read the policy on '**Arrangements for Appealing Examination Results in Summer 2021**', which can be found on the JRCS school website, for further information about the appeals process.

Student's full name	
Candidate number – if known	
Centre number	12112
Student's year group	
Student's class teacher	
Name of parent / carer if you are making this request on behalf of a student	
Please provide an email address so that we can contact you about this appeal	
Please provide telephone number in case we need to contact you about this appeal	
Qualification title(s) e.g. AQA GCSE English Language for the subject(s) where you wish to appeal a grade	
List the Teacher Assessed Grade and subjects(s) which you wish the school to appeal	
Is this a priority appeal? (JCQ guidance says priority appeals are for students applying to higher education who did not attain their firm choice and wish to appeal a Level 3 qualification result). If yes, please provide your UCAS personal ID.	



Grounds for appeal Please tick the grounds upon which you wish to appeal:	
1. Administrative error by the awarding organisation	
2. Procedural issue at the centre:	
a. Procedural error	
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances	
3. Unreasonable exercise of academic judgement:	
a. Selection of evidence	
b. Determination of Teacher Assessed Grade	



Evidence to support an appeal

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases you must provide a clear reason (this is indicated below) but it doesn't have to be lengthy.

1. Administrative error by the awarding organisation

You must provide a clear explanation if you are appealing on this ground.

2 (a) Procedural Error

This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above.

2 (b) Issues with access arrangements / reasonable adjustments and/or mitigating circumstances

You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade if you are appealing on this ground.



3 (a) Selection of evidence

You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade if you are appealing on this ground. Please also explain what evidence you think should have been included, or excluded, and why you think it was unreasonable to exclude or include it.

3 (b) Determination of the Teacher Assessed Grade

You can provide a short explanation of the reason for your appeal if you want to. Please explain why you consider the TAG derived from the evidence which was used was unreasonable.

Please tell us if you have any other information that you would like the exam boards to consider as part of your request for an appeal



STUDENT DECLARATION

I confirm that I am requesting an appeal for the qualification(s) named above and that I have read and understood the information provided in the 'Important information for students' document which can be found on the JRCS school website.

I am aware that the outcome of the appeal may result in my grade **remaining the same, being lowered or raised**.

I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from your school/college.

PRINT NAME	
SIGNATURE	
DATE	

Please also complete the following declaration if your parent / carer is dealing with your request on your behalf:

I confirm that I give my consent for my parent / carer identified in this form to request a Stage Two appeal to the exam boards on my behalf. I understand that this will involve the School sharing my personal data with my parent / carer to the extent that it is necessary for the School to respond to this request and I give my consent for the School to do so:

PRINT NAME	
DATE	

Privacy notice:

The personal data provided in this form and generated through the course of any review or appeals will be used for the purposes of considering your request for an appeal and may be shared with external exam boards, the JCQ and / or Ofqual to the extent that it is necessary to do so as part of this process. Please see the School's privacy notice on our website for further information.