



HUNTINGTON SCHOOL
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10 August 2021

Dear Year 11 and Year 13 Students & Parent/Carer

The GCSE/L2 and A Level/L3 Appeals Process Summer 2021

Summary of the Grading Appeals Process

Although every effort has been made to ensure that students are issued with the correct grades on results day, there is an appeals system as a safety net to resolve any errors not identified during the earlier parts of the process. Students who consider that an error has been made in determining their grade have a right to appeal. We expect that there will be relatively few errors due to our robust checking procedures at every stage of the TAG process.

Please remember that on appeal a student's grade can go up or down.

To give you a clear overview of the process, here is a short summary of what you need to do to submit an appeal against the grade you have been awarded.

Stage 1: Centre Review

If a student does not consider that they have been issued with the correct grade, they can ask their centre to check if an administrative or procedural error has occurred.

Stage 2: Appeal to the awarding organisation (the Examination Board)

The second stage of the process is referred to as an appeal to the awarding organisation (submitted by the centre on the student's behalf).

Grounds for appeal

In summary there are four grounds upon which a centre review or an appeal to an awarding organisation may be requested:

- At stage 1: The centre made an administrative error;
- At stages 1 and 2: The centre did not apply a procedure correctly;
- At stage 2: The awarding organisation made an administrative error;
- At stage 2: The student considers that the centre made an unreasonable choice of evidence from which to determine the grade and/or the determination of the grade from that evidence was unjustified.

The full Huntington Appeals Policy is available on our website [here](#).

The first step of the Appeals process is to complete Stage 1 of the JCQ interactive form, "Student Request Form for Centre Reviews and Appeals to Awarding Organisations" available on our school website [here](#), and then to email the completed form to our Examinations Office: exams@huntington-ed.org.uk.

We will help explain the Appeals process at every step of the way. Further guidance about the process for parents/carers and students is available in the JCQ guide available on our website [here](#).

If you have any issues whatsoever about the Appeals process, please contact us via email: exams@huntington-ed.org.uk.

With kindest regards,

A handwritten signature in black ink, appearing to read "John Tomsett".

John Tomsett
Head teacher