

30th June 2021



Dear Parent/Carer

RE: Correspondence regarding the final GCSE grading (TAG) and the appeals procedure

In light of the recent JCQ (Joint Council for Qualifications) release to schools, we are now in a position to outline the next stages of the 2021 GCSE grading (TAG) process. For reference, this document can be found by following the link below:

https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021.pdf

We firmly believe that every student has been awarded a fair and accurate GCSE grade in each subject, based on the evidence gathered. However, as is the case in every GCSE year, there may be a very small number of students who may believe there has been an error in the decision-making process. If this is the case, there is the option to 'appeal' the grade in question. Please see below for the details for this process. **PLEASE BE AWARE THAT ANY APPEAL MAY ALSO RESULT IN A LOWER GRADE BEING AWARDED.** Therefore, students and parents must consider carefully whether it is the right decision to appeal or not.

To further support, we have created a specific area on the school website where all TAG related information can be found. The link to this page is here;

<https://www.lighthall.co.uk/teacher-assessed-grades-tag-summer-21/>

Please ensure that you carefully read the guidance provided and that all detailed expectations for information and time deadlines are met. Many of the deadlines are set externally. We have no control over this. Failure to meet the above, may result in the appeal being rejected by either the school or examination awarding body.

If at any point you require further guidance, please contact me on nhayfield@lighthall.co.uk

Yours sincerely

Mr N Hayfield
Assistant Headteacher

Mr R Hall
Deputy Headteacher

Appeals procedure and timeline – FAQs

I believe the GCSE grade that I got is incorrect (stage 1 appeal)

We have completed a robust and comprehensive 'Centre Policy document' (this can be found on the school TAG webpage – link above). This document identifies the evidence base used for all TAG judgements.

If you believe the grade to be incorrect you can appeal directly to the school. **PLEASE BE AWARE THAT ANY APPEAL MAY ALSO RESULT IN A LOWER GRADE BEING AWARDED.**

The two grounds for appeal are as follows:

- **An Administrative error** (incorrect score or transfer of grade to the examination board)
- **A Procedural error** (as a school, we have failed to follow our 'Centre Policy', and therefore have not acted in line with the expected procedures)

If you believe that one of the above scenarios has occurred, then you are required to complete the 'Centre Appeal' form. The link for this is here:

<https://www.lighthall.co.uk/teacher-assessed-grades-tag/>

The deadline for this type of appeal is **Friday 3rd September, 12:30pm**. This appeal must be completed as per the above document. Failure to meet the deadline or to provide the required information will result in your appeal being declined.

This document must be sent to the email address below, by the above deadline date. Please ensure that the email includes: student name and form group and the fully completed 'Centre Appeal' form.

appeals@lighthall.co.uk

I have submitted an appeal, what happens next?

Once an appeal has been correctly submitted before the deadline, you will receive an acknowledgment email. This confirms appeal receipt. You will receive an email confirmation of the outcome of your appeal by **Friday 10th September**. There will be one of two outcomes:

- **Appeal upheld** – After completing the necessary checks, we believe that there are grounds for your appeal. The revised grade will be provided to both the student (and parent) and also the examination board.
- **Appeal rejected** – After completing the necessary checks, we believe that there are no grounds for the appeal. As a result, the TAG will remain the same.

My centre appeal has been rejected, but I believe that the TAG is still incorrect. Or, I believe the revised TAG (post centre appeal) is still not an accurate reflection of GCSE performance. What happens next? (Stage 2 appeal)

If you, or your child, believe there has been an ‘*unreasonable exercise of academic judgement*’ and the grade is not correct, then you can appeal to the examination awarding body. This appeal is managed by the school and all documentation can be located on the school webpage (link above).

Please ensure that all documentation is completed correctly and within the deadline. Failure to do so will result in an appeal being rejected.

Once submitted, this appeal will be completed by the examination awarding body. The awarding body will check to identify if the awarded TAG was ‘clearly wrong’ based on the evidence used or that the grade derived from the evidence was incorrect.

This appeal must be made to the school by **Thursday 16th September 12.30pm**. It can only be made if your initial centre appeal was rejected. **PLEASE BE AWARE THAT ANY APPEAL MAY ALSO RESULT IN A LOWER GRADE BEING AWARDED.**

The examination awarding body will aim to complete their review within 42 days from the date of submission. The appeal result will be reported to parents by the school, once confirmed.

My stage 2 appeal has been rejected but I still feel that the TAG was incorrectly awarded. What do I do?

A candidate who believes their grade is still incorrect (after both appeals) can make contact with the Exam Procedures Review Service (EPRS). Further details will be shared when released by the relevant organisation.