

Updated in light of Minister's announcement on 17 August 2020

Internal Appeal Process August/September 2020

In line with JCQ 'A guide to the awarding bodies' appeals processes – June 2020 examination series'

Sacred Heart College is committed to adhering to the guidance issued from all awarding bodies in relation to provision of Centre Assessed Grades and Centre Rank Orders which were required due to the cancellation of the Summer 2020 examination series and the subsequent alternative arrangements put in place for this year's issue of results for A levels (13 August 2020) and GCSEs (20 August 2020).

A rigorous process was undertaken by all staff to ensure that all students were awarded the most appropriate grade and rank.

How to appeal

Speak to member of Senior Leadership about whether you have the grounds for an appeal/review

Complete an appeal application form – this will ask you to include details of your grounds for appeal and the evidence you can provide to support it.

GROUNDS FOR APPEAL

The awarding body used the wrong data to calculate your grade

The awarding body allocated the wrong grade through an administrative error

The awarding body communicated the wrong grade.

The awarding body did not apply procedures consistently or that procedures were not followed properly and fairly

Centre Assessment outcome was affected by discrimination or bias

Submit your appeal application form to a member of SLT or Sarah O'Brien – Examination Officer – at least 5 working days in advance of Thursday 17 September. This timescale is necessary if the College is to investigate your appeal application, the evidence provided and to communicate the decision.

If the College supports your appeal application the necessary documentation will be requested and shared with the awarding body.

If the College does not support your appeal application, you have the option of following the College Complaints Procedure.

The College will communicate the outcome of the appeal with you in a timely fashion