



Shavington Academy

'Together we enjoy, aspire, create & achieve'

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Deciding to Appeal

You can appeal if you feel that the grade awarded is **WRONG**.

There are two stages to the appeals process:

Stage 1 - Centre Review.

The Academy will look at the following;

1. Has an Administration error taken place? – we will check that the grade we have submitted to the awarding body IS the grade intended for you
2. Has the Academy failed to follow the grading process detailed in the Centre Policy for grading pupils Summer 2021 (this policy is on the website) – this is not a judgement of the quality of the work you have completed

If the answer to both of these questions is **NO** then the Centre will not be asking the Awarding Organisation to alter the grade.

To submit a request for Centre Review, please e-mail exams@shavington.academy with your name and the subject you would like reviewed. We will send you a form for you to authorise the request, we will acknowledge the receipt of your request and you will be notified of the outcome of the Centre Review by e-mail as soon as possible.

Stage 2 – Appeal to the Awarding Organisation

This appeal can only be submitted after a Centre Review has been completed and you have received the outcome. The Awarding Organisation will **NOT** consider an appeal that is based solely on differences of opinion – if a pupil would like to improve their grade, they may wish to consider entering for the Autumn Exam series.

If a pupil still believes there has been an error following the Centre Review, or the Awarding Organisation has made an administrative error, or the pupil considers that the grade awarded was an **unreasonable exercise of academic judgement**, then the pupil can request that the Academy submit a Stage 2 Appeal on their behalf. Once again, pupils should e-mail exams@shavington.academy detailing the reason for the Stage 2 Appeal and we will send out the forms for you to authorise this request. The Academy will then submit the Stage 2 appeal according to the requirements of the Awarding Organisation.

It is important to note that the outcome of the appeal may result in the grade remaining the **SAME**, being **LOWERED** or **RAISED**.

Pupils would be notified of the outcome via e-mail from the Academy as soon as we have received it from the Awarding Organisation.

There is no further opportunity to appeal this outcome to the Awarding Organisation.

More details on all of these processes, can be found by following the link below.

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