

## Before results day

TAG

### Information that **MUST NOT** be shared with students *before* results day

- Teacher assessed grades prior to results date for that qualification (endorsements can be shared).



### Information that **MUST BE** shared with students *before* results day

- Arrangements for conducting centre reviews and submitting appeals.

## After results day



### Information that **MUST BE** shared with students on request *after* results day

1. Sources of evidence used to determine grades.
2. The centre policy should be made available.
3. Details of variation in evidence where appropriate should be made available.
4. Details of special circumstances that have been considered, e.g. access arrangements, reasonable adjustment or mitigating circumstances should be made available.

## STAGE 1 – CENTRE REVIEW

- Stage One of an appeal is a centre review.
- Any student (including a private candidate) may request a centre review and the centre must check whether it has:
  - made an **administrative error** such as the wrong grade/mark was recorded against an item of evidence, and/or
  - made a **procedural error** such as a failure to take into account mitigating circumstances.
- A centre review must be completed and an outcome reported to the student **before** an appeal can be submitted to OCR.
- The outcome may be that the grade is raised, stays the same or is lowered.



## STAGE 2 – AWARDING ORGANISATION APPEAL

- Any student (including a private candidate) may submit a request for a **stage two** appeal after they have received the outcome of their centre review.
- Stage two appeals may be on the grounds:
  - the awarding organisation has made an **administrative error**,
  - the centre has made a **procedural error** such as a failure to take into account mitigating circumstances,
  - or that the centre made an **unreasonable exercise of academic judgement** in the choice of evidence used to decide the grade and/or in deciding the grade from the evidence used.
- All requests for appeals must be made to the centre that determined and submitted the grade, which the centre must then submit to the awarding organisation. We will not accept appeals directly from students or parents.
- Where the awarding organisation identifies a **procedural error** or finds **alternative evidence should have been considered**, we will report these findings to the centre and direct them to review the teacher assessed grade.
- Where an **unreasonable exercise of academic judgement** is identified, an independent reviewer will determine the alternative grade.
- The outcome may be that the grade is raised, stays the same or is lowered.

Given the short timescales, here's a quick check list for schools and colleges. Have you . . .

- **communicated the process** to students in advance of results days?
- a **clearly documented process** and **appropriate resources** in place to handle reviews and appeal requests from results days?
- **ready access to the information** we've listed above that is needed by the student to assess and decide whether to request a review and to minimise the likelihood of us needing to request further information?
- a **named contact available** who will know about the stage two appeals submitted to OCR and be able to assist promptly?

## KEY DATES

- Tuesday **10 August** – Results day for AS, A Level, EPQ, Core Maths, FSMQ and Cambridge Technicals
- Thursday **12 August** – Results day for GCSE, Entry Level and Cambridge Nationals

	Priority appeals*	Non-priority appeals
Window for <b>students</b> to request a centre review	Tuesday <b>10 August</b> – Monday <b>16 August</b>	From results day to Friday <b>3 September</b>
Centres conduct <b>centre reviews</b>	Tuesday <b>10 August</b> – Friday <b>20 August</b>	From results day to Friday <b>10 September</b>
Centres <b>submit appeals</b>	Tuesday <b>10 August</b> – Monday <b>23 August</b>	From results day to Friday <b>17 September</b>

## RETAINING EVIDENCE

You should retain all evidence and records, on which each grade is based, safely and accessibly.

- Further material **not** used to determine grades may need to be used in the appeals process, so where such material exists it should be retained.

All information about a student's access arrangements, reasonable adjustments and/or mitigating circumstances must be retained.

## FINDING AN ERROR BEFORE RESULTS DAY

If an error is identified **before** results day, you must contact OCR with details of the error identified.

- If the error is identified too close to results day for it to be rectified, you must make clear to the student that an error has been identified and explain to the student what impact this is likely to have on their grade. We will report the revised grade as soon as possible.

If an error is identified **after** results day by the centre and not through a student submitting a review, you should refer to the [JCQ appeals](#) document for guidance.

For more on the [full appeals guidance](#), please see the 'Appeals 2021' section of [JCQ's summer 2021 arrangements](#).

This includes several appendices.

- Optional [student request form](#) for centre reviews and appeals to awarding organisations
- Optional evidence [checklists](#)
- Guidance for centres on [changing grades following the issue of results](#)
- Information on [academic judgements in appeals](#)

\*Priority appeals are for students applying to higher education who did not attain the firm choice (i.e. the offer accepted as first choice) and wish to appeal an A Level or other Level 3 qualification result (e.g. Cambridge Technicals). All other cases, including GCSE, are non-priority appeals.