

The Appeals process

Teachers at JSTC have approached the awarding of grades for KS4 qualifications with a range of professional approaches. As a school we know it is essential to award student's grades that reflect;

- Students' hard work both in school and during the lockdown periods – including assessments completed over Teams.
- Results from assessments and assignments already completed/partially completed in school.
- Results from examinations already taken including internal examinations, mock examinations and external examinations e.g. for BTEC and OCR national courses.
- How much effort students put into work on return to school, attendance at support sessions and completion of work requested by staff.
- Completion of assessments on return to school post March 8 across a range of subject areas.

All assessments will be taken from GCSE papers/resources and will be quality assured both in school and externally to ensure that they offer the required rigour. Assessments should enable students to be able to demonstrate what they know whilst meeting the required standards for the grade range they cover. Staff will consider all of the above elements of work and allocate a grade that reflects as many of these as possible. The grades allocated will be discussed within departments in detail to ensure that grade allocation is fair.

Staff are committed to ensuring that grades are only awarded with respect to student performance and will no student will be given preferential treatment. Where there are personal circumstances that impact on a particular student e.g. bereavement of a family member at the time of the assessment these will be taken into consideration in the same way that special consideration can be taken into account during the examination period. The circumstances considered will be subject to the same criteria as those examination boards use during examination periods.

All decisions will be evidenced based and as all assessment outcomes will be reported directly to the students at the time of completion it is likely that students will have a clear insight into the grade that they are likely to be awarded for their overall grade in the summer.

What if a student does not agree with the grade allocated?

The process of appealing the grade awarded should go through a series of steps.

1. A clerical check will be undertaken to assess if the school had made an error in analysing the data and awarding a grade in line with the boundaries established within the relevant department.
2. The enquiry is directed to the relevant Head of Department for the subject of the qualification. The Head of Department will consult with the teacher responsible for teaching the subject to the student and will ask for the evidence and re-visit the analysis on which the grade decision was made. The Head of Department will then assess if the evidence shows that the grade awarded is correct. The Head of Department will then decide if the grade awarded is fair or not, the reasons why this conclusion was reached and communicate that decision to the student.
3. If the student is dissatisfied with the outcome of step two the process may move to step three. Here, the information and evidence is scrutinised by an external advisor (most likely a teacher from another school) who will then reach their independent conclusions and report back to the school and the student.
4. Any further appeal would involve sending information to the relevant examination board for their scrutiny.