

Student guide to appeals for A-Levels, AS-Levels and GCSEs

JCQ (Joint Council for Qualifications) have published a very helpful guide for students, parents and guardians explaining how your grades will be determined and what you can do if you believe that an error has been made in determining your grade. Please follow this [link](#) here to access the JCQ guide. The appeals process is summarised below but we recommend that you read the relevant sections of the JCQ guide as well.

10 August 2021 – A-Level, AS-Level and Level 3 VTQ results day

12 August 2021 – GCSE and relevant Level 2 VTQ results day

A-Level, AS-Level and GCSE grades appeals process

Teacher Assessed Grades are used for all A-Levels, AS-Levels and GCSE grades. The Teacher Assessed Grades were determined by the staff at the College and are based upon a range of evidence. The grades do not take into account your potential and are a snapshot of the standard that you are performing at, based upon evidence. The grades go through a number of stages, including moderation and administrative checking, before submission to the exam boards.

Stage 1: centre review

If you don't think that you have been issued with the correct grade, you can appeal to the College, and we will review if

- An administrative error has been made, e.g. mixing up two students with similar names.
- A procedure was not applied correctly, e.g. internal quality assurance was not undertaken or carried out correctly.

Stage 2: appeal to the exam board

If you still don't think that you have the correct grade after the review, you can ask the College to appeal to the exam board, who will review whether

- The College made an unreasonable judgement in the choice of evidence used to determine the grade and /or the determination of your grade from that evidence. A judgement will not be unreasonable if you simply disagree with the grade, even if you put forward supporting evidence. Individual assessments will not be remarked and the review will take a holistic approach based upon the overall evidence.
- The College did not apply a procedure correctly.
- The exam board made an administrative error.

At **both** stages of the process you will need to submit your appeal to the College and give your written consent to conduct the appeal or submit the appeal to the exam board on your behalf. **Your grade can go down, up or stay the same** through either stage of the process.

If you wish to submit an appeal, please download a Student Request Form from this [link](#).

For a Stage 1 review, please complete Part A of the form only.

For a Stage 2 review, you must have submitted and received the outcome of a Stage 1 review. Please complete Stage 2 on the same form.

The form for both Stage 1 and Stage 2 reviews should be emailed to UxbridgeCollegeAppeal2021@hcuc.ac.uk

The centre number for Uxbridge College is 12956 and your candidate number can be found on your results slip.

The timelines for priority and non-priority appeals are as follows:

Priority appeals (10 August to 7 September) – those where a university place is dependent on the appeal outcome

- 10 August to 16 August: student requests centre review
- 10 August to 20 August: centre review
- 11 August to 23 August: centre submit appeal to exam board

Non-priority appeals (10 August to end of October) – this will be the majority of appeals

- 10 August to 3 September: student requests centre review
- 10 August to 10 September: centre review
- 11 August to 17 September: centre submit appeal to exam board

Appeal deadlines

The deadline for a Stage 1 appeal is **3 September**

As the College has to submit a Stage 2 appeal to the exam board by 17 September, the College deadline for a Stage 2 appeal is **15 September**