

## **Student guide to appeals for Vocational and Technical Qualifications - Uxbridge College**

This guide is to inform you about the appeal process for vocational and technical qualifications in Summer 2021.

The majority of qualification grades will be awarded on the dates below: -

10 August 2021 – A-Level, AS-Level and Level 3 VTQ results day (for the majority of Level 3 learners)

12 August 2021 – GCSE and relevant Level 2 VTQ results day (for the majority of Level 2 / Level 1 learners)

### **Vocational and Technical grades appeals process**

Teacher Assessed Grades are being used for some Vocational and Technical qualifications (where learners are not completing their qualifications in the normal way). The Teacher Assessed Grades were determined by the staff at the College and are based upon a range of evidence. The qualification grades are not based on your potential but are a snapshot of the standard at which you are performing and are solely based upon evidence drawn from completed work and assessments. The qualification grades go through a number of stages, including moderation and administrative checking, before submission to the awarding organisations.

#### **Stage 1: Centre Review**

If you do not think that you have been issued with the correct qualification grade, you can appeal to the College. **We will review in accordance with the relevant awarding organisation guidelines** and take any necessary appropriate action, informing you of our decision.

#### **Stage 2: Appeal to the Awarding Organisation**

If you still do not think that you have been awarded the correct qualification grade after the review, you can ask the College to appeal to the awarding organisation. They will investigate whether further action is required.

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 and if necessary to later submit the appeal to the awarding organisation on your behalf. **Your qualification grade can go down, up or stay the same** through either stage of the process.

If you wish to submit an appeal, please write to the college at [UxbridgeCollegeAppeal2021@hcuc.ac.uk](mailto:UxbridgeCollegeAppeal2021@hcuc.ac.uk). If you are unclear about the specificity of your appeal, please refer to the individual awarding organisation's website.

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

#### **Priority appeals - Deadline within 7 days of receipt of results**

Priority appeals are for cases where a student has not attained their firm HEI offer or where the student has an apprenticeship place pending the outcome of the appeal.

Please note, the final deadline for priority appeal submission to the awarding organisations (via the college) is **23<sup>rd</sup> August 2021**.

#### **Non-Priority Appeal deadlines**

The deadline for a Stage 1 non-priority appeal to the college is **5<sup>th</sup> September 2021**.

The final deadline for non-priority appeal submission to the awarding organisations (via the college) is **17<sup>th</sup> September 2021**.