

Liverpool Life Sciences UTC & The Studio Liverpool

STUDENT APPEALS PROCEDURE FOR SUMMER 2021

Student Appeals Procedure for Summer 2021:

Students' grades have been determined by schools and colleges this year as the awarding bodies felt that teachers are best placed to do this. The Appeals process is a critical safety net in the event that anything goes wrong to ensure that each learner has an individual right to appeal their grades via a transparent process of review.

Liverpool Life Sciences UTC & The Studio Liverpool has ensured that students understand how their grades have been determined in order to reduce the risk of surprises on Results Day. Amongst other things this involves:

- Effective provision of Access Arrangements / Reasonable Adjustments for all eligible students
- Effective arrangements for students that may have been disadvantaged during an assessment that contributes to their grade either by taking the circumstances into account in determining grades or by using alternative evidence that was unaffected by the adverse circumstances
- Effective communication with students and parents/guardians so that they understand our approach to determining their grades, including the items of evidence used and the grades/marks associated with them so students can raise any potential errors or mitigating circumstances
- Accurate record keeping
- Effective checking of information on our assessment records.

This will all help ensure that students understand the evidence on which their grade is based and that this evidence represents their ability in the subject. It will reduce the risk of students receiving incorrect results caused by administrative or procedural errors, and students will be able to progress without delay.

If a student believes something has gone wrong in determining a grade, they can request a Centre Review and/or Awarding Organisation Appeal.

Appeals Procedure

There are two Stages in the Appeals process.

Stage One – Centre Review

Although Liverpool Life Sciences UTC & The Studio Liverpool will have undertaken robust internal checks and Quality Assurance exercises to ensure the grades they submit to awarding organisations are correct, there is always a small possibility that a procedural or administrative error is identified, outside of the Quality Assurance process.

Students may submit a request for a Centre Review on the grounds that the Liverpool Life Sciences UTC & The Studio Liverpool has:

- failed to follow its procedures properly or consistently in arriving at that result; or
- made an administrative error in relation to the result.

Requests for Appeals on the grounds of academic judgement (unreasonableness) will only be considered by awarding organisations (at Stage Two) and not by Liverpool Life Sciences UTC & The Studio Liverpool. In these cases, an initial Centre Review must still be completed to ensure that the centre has not made any procedural or administrative errors. The centre will not review its academic judgements during the Centre Review stage.

A Centre Review must be completed, and an outcome reported to the student, before an Appeal can be submitted to the awarding organisation. Any Appeals submitted where this has not happened will be rejected by the awarding organisation and a new application will need to be submitted once the Centre Review has been completed.

If you request a Centre Review, there are three possible outcomes. The resulting outcome may be that the grade is raised, stays the same, or is lowered, depending on the impact of the error or failure.

Once a finding has been made you cannot withdraw your request for a Centre Review. If your grade has been lowered, you will not be able to revert to the original grade you received on Results Day. In such cases, the student who has submitted the review will already have consented to their grade being lowered as a possible outcome and the centre should therefore submit a request to lower the grade to the relevant awarding organisation.

It is possible for a procedural failure or an administrative error to be identified but for this not to have had any impact on the grade awarded. In this case the outcome of the review would be that the grade stays the same.

To make a Centre Review, please complete 'Stage One – Centre Review' on Page 2 of the form in the following link: https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf

and return to the Vice Principal, Rupert Evans, either via as an attachment to an email to: r.evans@lifesciencesutc.co.uk;

or in an envelope posted to:

Rupert Evans
41 Greenland Street
Liverpool
L1 0BS

It is recommended that requests for Centre Reviews are made by the student to Liverpool Life Sciences UTC & The Studio Liverpool by **3rd September 2021**. This will enable centres to meet the deadlines to submit Appeals to awarding organisations.

Appeals Procedure

Stage Two – Appeals to the Awarding Organisation

Students who consider that there has been a procedural error, an administrative error, or that their grade reflects an unreasonable exercise of academic judgement (either because of the way that the grade has been determined and/or the selection of the evidence), may submit a request for an Awarding Organisation Appeal **after they have received the outcome of their Centre Review**.

An Appeal can only be made against a result issued. Any student who believes that Liverpool Life Sciences UTC & The Studio Liverpool's decision to withdraw an entry due to insufficient evidence on which to determine a Teacher Assessed Grade, or not to make an entry in the first place, is not part of the Appeals procedure.

Awarding organisations will not accept Appeals directly from students or parents.

Liverpool Life Sciences UTC & The Studio Liverpool must submit an Appeal to the awarding organisation if the student considers that:

- We did not follow its procedure properly or consistently in arriving at the result, or during the Centre Review
- The awarding organisation made an administrative error in relation to the result
- We made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of that grade from the evidence.

The information the awarding organisation will require when a student Appeal is submitted includes:

1. what the student considers Liverpool Life Sciences UTC & The Studio Liverpool failed to do, why that was a failure to follow our procedures, and why that failure was important to the determination of the Teacher Assessed Grade
2. in what way the student considers the awarding organisation made an administrative error, and what difference it made to the determination of the Teacher Assessed Grade
3. in what way the student considers there was an unreasonable exercise of academic judgement:
 - i. in the selection of evidence used to determine the Teacher Assessed Grade
 - ii. in the determination of a Teacher Assessed Grade from the selected evidence.

Once Liverpool Life Sciences UTC & The Studio Liverpool has submitted the Appeal to the awarding organisation, we will confirm to the student that we have done so.

When an application for an Appeal is received, the awarding organisation will decide whether it will be accepted for evaluation, or not. The decision whether to accept the application for an Appeal is based on:

1. whether the grounds of appeal are within the remit of the Appeals process (where a rationale is required)
2. whether a Centre Review has been completed
3. the timing of the application in relation to the published deadlines for submitting Appeals

4. whether the student has confirmed that they consent to their grade being raised, lowered, or staying the same.

If you request an Appeal to the Awarding Organisation, there are three possible outcomes. The resulting outcome may be that the grade is raised, stays the same, or is lowered, depending on the impact of the error or failure.

When considering an Appeal, the awarding organisation will consider the factors raised by the Appeal and attach such weight to them as it considers appropriate. For further information on the awarding organisations' Appeals process, please visit the government documents in the following link: <https://www.gov.uk/government/publications/general-qualifications-alternative-awarding-framework>

Once a finding has been made you cannot withdraw your request for an Appeal to the Awarding Organisation. If your grade has been lowered, you will not be able to revert to the original grade you received on Results Day. In such cases, the student who has submitted the Appeal will already have consented to their grade being lowered as a possible outcome.

It is possible for a procedural failure, an administrative error, or an unreasonable exercise of academic judgement to be identified but for this not to have had any impact on the grade awarded. In this case the outcome of the Appeal would be that the grade stays the same.

To make an Appeal to the Awarding Organisation, please complete 'Stage Two – Appeal to Awarding Organisation' on Pages 4 and 5 of the form in the following link: https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf

and return to the Vice Principal, Rupert Evans either via as an attachment to an email to: r.evans@lifesciencesutc.co.uk;

or in an envelope posted to:

Rupert Evans
41 Greenland Street
Liverpool
L1 0BS

It is recommended that requests for Appeals to the Awarding Organisation are made by the student to Liverpool Life Sciences UTC & The Studio Liverpool by **13th September 2021**, and must be received by the awarding organisation by **17th September 2021**.