



THE
BEDFORD
COLLEGE
GROUP

Policy Name	Exam Appeals Policy Summer 2021
Department	Quality
Created by (Job Title)	Head of Quality
Date Reviewed	July 2021
Date of Next Review	September 2021
E & D Policy Disclaimer	<p>This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories as Protected Characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender) and Sexual orientation. We will continue to monitor this policy to ensure that it provides equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic. <i>(28th July 2021)</i></p>

Exam Appeals Policy Summer 2021

Introduction

This policy sets out in summary form, the appeals process for grades issued in August 2021. It is intended to achieve clarity for all stakeholder on the steps that can be taken following the release of their results.

Scope

The grades students receive are a stepping stone to their next steps towards further study with us, university, employment or an apprenticeship. If the results are slightly lower than students feel they could have achieved, they may still be good enough to allow them onto the next level course or a to secure a university place. However, this policy will set out options they have if they feel the results they have received are incorrect.

This appeals policy follows the guidance and expectations set out by the Joint Council for Qualifications (JCQ) and has two stages, both of which are set out below and must be followed in order.

Students must read the following centre appeals policy fully, to ensure they have grounds to make an appeal against their result/grade.

Stage One Appeal

The first stage of the appeals process for summer 2021 grades is a centre review.

Who can request a centre review?

Any student, including a private candidate, may submit a request for a centre review, This appeal can be submitted on the grounds that a student believes the centre has:

- failed to follow their procedures properly or consistently in arriving at the students result
- made an administrative error in relation to the students result.

Requests for appeals on the grounds of academic judgement (unreasonableness) will only be considered by awarding organisations (stage two) and not by centres. In these cases, an initial centre review (stage one) must still be completed to ensure that the

centre has not made any procedural or administrative errors. Awarding organisations cannot review academic judgements during the centre review stage.

Upon a student receiving their results/grades on results day there are several options available to a student.

Please note that there is no grade protection for summer 2021 grades, meaning there is a risk that a student grade could be reduced following a stage one appeal.

Option One

The student is happy with their grades/results and they wait for their certificates to arrive.

Option Two

The student is happy with the grades they receive but feel they could do better if they were to resit them.

Please see below for further information on resits for A Levels and GCSEs. A Level and GCSE Maths and English resits will take place in the Autumn term

Option Three – Stage One Appeal

The student is unhappy with one or more of their results as they feel the centre has;

- failed to follow their procedures properly or consistently in arriving at the students result
- made an administrative error in relation to the students result.

If the student wishes to complete a stage one appeal they must complete the form [here](#). Once submitted they will receive an acknowledgment email within 2 working days and an outcome email to their stage one appeal within 5 working days.

If a student needs help completing the appeal form linked above, they can contact a member of Student Services who will be able to support them with the completion of the form.

Bedfordshire students are to contact;

- studentservices@bedford.ac.uk or
- 01234 291 770

Northamptonshire students are to contact;

- studentservices@tresham.ac.uk or
- 01536 413 232

Timelines for a Stage One Appeal

Timelines are broken down in to two categories. These are:

- Priority appeals - only students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.
 - students must have submitted their stage one appeal to the centre by **Monday 16th August 2021 at 3pm.**
- Non priority appeals - all other students.
 - students must have submitted their appeal to the centre **Friday 3rd September 2021 at 3pm.**

Stage Two Appeal

Who can request a stage two appeal?

Any student, including a Private Candidate, who considers 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 a stage two appeal (awarding organisation appeal) after they have received the outcome of their centre review (stage one appeal).

To make a stage two appeal, a student must complete the awarding organisation appeal form which will be sent to them along with the outcome of their stage one appeal by the centre. Once the stage two appeal form is submitted to the centre, the centre will then submit the form on behalf of the student to the relevant awarding organisation. Awarding organisations will not accept appeals directly from students or parents

All students have the right to submit a stage two appeal following a stage one. Please be aware that the centre cannot advise a student if a stage two should be submitted, and the centre will not check the completed stage two appeal form before submitting to the awarding organisation. Please also note that there is no grade protection for summer 2021 grades, meaning there is a risk that a student grade could be reduced following a stage two appeal.

Timelines for a Stage Two Appeal

The stage two appeal is submitted to the centre and then sent on the student's behalf to the awarding organisation.

- Priority appeals - only students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.
 - students must have submitted their stage two appeal to the centre by **Monday 23rd August 2021 at 3pm.**
- Non priority appeals - all other students.
 - students must have submitted their stage two appeal to the centre **Monday 17th September 2021 at 3pm.**

The centre must submit the student's stage two appeal to the awarding organisation by Monday 23rd August 2021 3pm for priority appeals and by Monday 17th September 2021 3pm for non-priority appeals.

As a result of the stage two appeal, the case will either be rejected (disallowed) or upheld (allowed) in whole or in part. The fact that an appeal has been upheld (allowed) will not necessarily result in a grade change for the student.

The outcome of a stage two appeal will be sent to the centre, and this will then be communicated to the student by the centre within 2 working days of receiving the outcome.

Following the conclusion of the awarding organisation's appeal process (stage 2), a student who remains concerned their grade was incorrect may be able to apply for a procedural review to the Exam Procedures Review Service (EPRS) from the relevant regulator. There are EPRS processes for Ofqual (England) and Qualification Wales.

Autumn Term Examinations

Vocational Examinations

Students should discuss exam opportunities with their tutor before 24th September 2021.

A Level, AS Level & GCSE Autumn Term Examinations

Eligibility

Students will be eligible to enter for the Autumn GCE/GCSE examinations if they received a grade in Summer 2021, or if they would have been entered for the exams in Summer 2021, had they taken place.

You can sit your Autumn examination at the Bedford College Group and Bedford Sixth Form if:

- you attended the course at the Bedford College Group/Bedford Sixth Form in 20/21
- you will be studying at the Bedford College Group/Bedford Sixth Form in 21/22 and wish to improve your grade for GCSE Maths and English.

You will be unable to sit your GCSE/GCE examination at the Bedford College Group or Bedford Sixth Form if you received a GCSE/GCE from school and wish to improve your grade. (except GCSE Maths and English). In this instance you should contact your original school/College to make an entry.

All students entering for Autumn 2021 examinations must ensure they are available to attend before making their exam entry. Full details are available here:

GCSE

[Edexcel Pearson GCSE November 2021 Exam Timetable - GCSE Maths and English](#)

[AQA GCSE Exceptional Autumn 2021 Exam Timetable \(not including Maths and English\)](#)

[AQA GCSE November 2021 Exam Timetable - GCSE Maths and English](#)

GCE A Levels

[Edexcel Pearson Exceptional GCE Autumn 2021 Exam Timetable](#)

[WJEC GCE Exceptional Autumn 2021 Exam Timetable](#)

[OCR GCE Exceptional Autumn 2021 Exam Timetable](#)

[AQA GCE Exceptional Autumn 2021 Exam Timetable](#)

Exam Access Arrangements

Learners new to the Bedford College Group and Bedford Sixth Form will have indicated on their enrolment form if they require support. The Additional Learning Support Team will be in touch to arrange an assessment.

Due to the early timing of GCSE Autumn exams learners new to the Bedford College Group or Bedford Sixth Form must provide valid supporting evidence from their previous school. This must be provided **before 26th September**: Failure to provide the evidence on time may result in the Arrangement not being provided. In all cases arrangements will not be provided without the appropriate evidence.

Evidence should be sent to:

TreshamALS@bedford.ac.uk (Northamptonshire learners)

additionallearningsupport@bedford.ac.uk (Bedfordshire Learners)

GCSE Endorsement Grades (including GCSE English Language Speaking and Listening endorsement)

Endorsement grades will be carried forward from Summer 2021.

Learners new to the Bedford College Group and Bedford Sixth Form must provide their UCI number from their previous school on the entry form. This is a 13 digits (12 numerical, 1 alpha) It can be found on the official awarding Body result slip or can be obtained from the examinations office at the previous school. Failure to provide the UCI number will result in an X grade for the endorsement.

Confirmation of Entry

All GCSE/GCE learners who are entered can expect to receive confirmation of the entry by email or text by:

GCE (A Level/AS Level) - 17th September 2021

GCSE – 18th October 2021

Bedford Sixth Form – Autumn 2021 Examinations

Autumn Term GCE/GCSE Examinations may be held at Bedford Sixth Form or Bedford College Cauldwell Street Campus.

- **GCE (A Level and AS level) Examinations**

N.B. AS Levels are available in Biology and Chemistry only

Learners wishing to attempt to improve their Summer 2021 GCE grade must complete the GCE Entry Form [here](#) **by Sunday 29th August 11pm latest**. Late entries will not be accepted.

- **GCSE (Not including English and Maths)**

Learners who studied GCSE at Bedford Sixth form in 20/21 who wish to attempt to improve their grade must complete the Entry form [here](#) **by Sunday 12th September 11pm latest**. Late entries will not be accepted

Learners who did not study GCSE at Bedford Sixth Form in 20/21 who wish to attempt to improve their grades should contact the school they previously attended to make an exam entry.

- **GCSE Maths and English**

Learners who studied GCSE Maths and English at Bedford Sixth Form in 20/21 who wish to improve their grade must complete the Entry form [here](#) by **Sunday 26th September 11pm latest**. Late entries will not be accepted

Learners who did not study English and Maths GCSE at Bedford Sixth form in 20/21 will be able to enter at Bedford Sixth Form to attempt to improve their grade. Tutors will discuss the entry requirements at the start of term and make the exam entry on the students behalf if agreed.

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- **GCSE Maths and English Language (Edexcel Pearson only)**

N.B. If the Summer 2021 result for GCSE Maths/English is with another awarding body the student can still sit the November examination with Pearson however the format of the paper and layout may be different.

Students must follow the Exam entry process applicable to their situation as set out below:

a. Complete the Entry form [here](#) by Sunday 26th September 11pm latest if:

- They are a new or returning learner and have achieved a grade 4 and above but wish to enter to attempt to improve their grade
- They are not returning to College but wish to attempt to improve their grade
- They are returning to College Part-Time and wish to attempt to improve their grade
- They are a new learner to the Bedford College Group and achieved a grade 2 or below in Summer 2021 at school, have been enrolled and will attend a Functional skills study programme for maths and/or English with the Bedford College Group and wish to attempt to improve their GCSE grade

N.B. it is essential that learners enrolled on Functional Skills discuss their intention to sit the November GCSE exam with their lecturer before making the entry - this will be discussed in class.

The deadline for all GCSE November 2021 entries is 26th September 11pm.
Late entries will not be accepted.

b. No action required - Students will be entered for the November examinations by their lecturer if:

- They are a new learner or returning to the Bedford College Group Full Time, gained a grade 3 or below in Summer 2021 and will attend Maths/English GCSE classes

Any learner who fits criteria for 'b' but is unsure if they have been entered may do so using the form [here](#) by 26th September 11pm

Any learner not entered by 26th September who wishes to sit a GCSE Maths/English examination will have the opportunity to sit the GCSE examination in Summer 2022.