

KS4 Appeals Process – TAGS 2021

If you believe an error has been made in determining your grade, you have a right to appeal. There are two stages to the appeals process:

Stage 1: centre review

If you don't think you have been issued with the correct grade, you (the student) can appeal to Fortismere, and we will review whether we:

- made an administrative error, e.g. we submitted an incorrect grade; we used an incorrect assessment mark when determining your grade.
- did not apply a procedure correctly, e.g. we did not follow our Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

In order to help you to decide whether to appeal, we are sharing the following information now

- [Our Centre Policy](#)
- [the sources of evidence used to determine your grade](#)
- details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements or mitigating circumstances such as illness. Students and parents are being written to about this on a case-by-case basis.

We will also share the following information on results day:

- The grades/marks (where available) associated with the pieces of evidence that we used when determining your grade.
- Your results

Once the Centre Review is complete we will contact you to inform you:

- a. whether or not the review found a procedural failure or administrative error
- b. if it did, what that error was
- c. the reason for the finding
- d. whether there was a grade change and, if so, what the new grade is (if reporting an outcome pre-results, this information must not be provided)
- e. a reason for the grade change, or lack of change (including any additional explanation from the awarding organisation where its decision was different to the centre's); and
- f. on the next steps if a student wishes to submit an appeal to the awarding organisation.

Stage 2: appeal to the exam board

If you still don't think you have the correct grade after the centre review is complete, you (the student) can ask us to appeal to the exam board, who will review whether:

- Fortismere made an unreasonable exercise of academic judgement in the choice of evidence from which we determined your grade and/or in the determination of your grade from that evidence.
- Fortismere did not apply a procedure correctly; e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, and did not take account of access arrangements or mitigating circumstances, such as illness.
- the exam board made an administrative error, e.g. they changed your grade during the processing of grades.

At both stages of the process **you** (the student) will need to submit your appeal to Fortismere and give us your written consent to conduct the appeal or submit it to the exam board on your behalf.

It's important to remember that your grade **can go down, up or stay the same** through either stage of the process.

Timeline and Key Dates

10 August 2021	Publication of GCE AS and A-level results
12 August 2021	Publication of GCSE results

Key Dates for priority appeals*

10 August to 16 August 2021	Window for students to request a centre review
10 August to 20 August 2021	Centres conduct centre reviews
10 August to 23 August 2021	Centres submit appeals to awarding organisations

* A priority appeal is only for students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result. If your first choice university place is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also tell your school or college so they can ask the exam board to prioritise your appeal.

Key dates for non-priority appeals

From result day to 3 September 2021	Window for students to request a centre review
From result day to 10 September 2021	Centres conduct centre reviews
From result day to 17 September 2021	Centres submit appeals to awarding organisations

We appreciate that to all students their appeal will feel like a priority. We will do our utmost to ensure that your appeals are dealt with and resolved in a timely manner.

Applying for Centre Reviews/Appeal

There is a form that you need to complete in order to for a Centre Review and, subsequently, an Appeal. There is a digital copy for you to complete and print off [here](#) or it is also available on the school website and paper copies will be available for you to collect from the South Wing Office. This form **MUST** be signed and authorised by the student in question.

Once completed you could submit it in person or send your form (**from your School Email address**) to TAGappeals@fortismere.org.uk. We will not be able to process your appeal unless it is from your school email – this is in order to verify that it is the student that is applying. Please mark the subject of your email clearly as either “TAG Stage 1 Appeal” or “TAG Stage 2 Appeal”.

If it is not possible to submit a signed form for any reason then please contact the exams office on 02088294436.