**What to do if you think your grade is wrong**

**Appeals**

Teachers at Reigate School have received training, support and guidance on how to determine your teacher assessed grades, and there are checks in place to make sure their judgments are as fair and consistent as possible.

Every year there are students who are disappointed with the grade they achieve. If you are concerned that the grade you have received is wrong, there is an appeals process. If you appeal, your grade could go up, down or stay the same. ***The deadline for*** ***submitting an appeal is 15th September 2021***.

**The appeals process**

1. If you think your grade is wrong, you should first ask Reigate School to check whether they have made a mistake in determining or submitting a grade. ***This has to be done using the attached form and received by Reigate School no later than 3rd September 2021.***
2. If a mistake is identified, Reigate School can submit a revised grade to the exam board to consider.
3. If Reigate School does not identify an error but you still believe that your grade is wrong, you can ask Reigate School to submit a formal appeal to the exam board for you using the attached form. ***The deadline for submitting an appeal is the 15th September 2021.***

You can appeal for any of the following reasons:

* there was an error in the way Reigate School followed or applied its procedure for determining your teacher assessed grade
* Reigate School did not make a reasonable judgement when deciding which evidence to use to determine your teacher assessed grade.
* Reigate School did not make a reasonable judgement about your grade based on the evidence gathered

1. The exam board will consider whether Reigate School followed its written process, and review the evidence your grade was based on.
2. The exam board will consider if your grade needs correcting. They may do this if they believe your grade is not a reasonable judgement or they find a

mistake in the procedure which affected your grade. A corrected grade could be higher or lower that the grade you were given on results day.

1. The final route of appeal is Ofqual’s Exam Procedure Review Service (EPRS) You can apply to EPRS if the exam board decides that the grade you were awarded is reasonable and the correct procedures were followed. The EPRS can consider whether the exam board has followed its rules and procedures. It will not consider whether you got the right grade based on the evidence of your work. The exam board’s final decision on your grade will stand unless the EPRS finds that the exam board made an error in its review procedure. Even if an error is found, your grade may stay the same.

**Important things to remember**

* Reigate School will carry out multiple checks on your grades. Exam boards will check Reigate School’s approach and will be checking a sample of grades across the system
* the appeal questions whether the original decision was a reasonable one, and not whether other reasonable decisions could have been made
* a grade will only be changed if there was an error when determining or submitting the grade, or if the grade given could not reasonably have been reached based on the evidence presented
* when your appeal is submitted, you will need to explain why you think your result was incorrect and should be changed
* **if you appeal, your grade can go up, down or stay the same**
* if you are concerned there may have been wrongdoing when developing your teacher assessed grade you should first discuss this with Reigate School

**Autumn exam series**

Exam boards will be offering exams in November and December for GCSEs. The dates for these exams have not yet been finalised.

The exams will be in a standard format and no adaptations will be made other than reasonable adjustments for eligible students.

All subjects will be assessed by the exams only.

***The “Intention to Re-sit” form will need to be completed and returned to Reigate School by Friday 27th August 2021.***

If you achieved a grade 3 or below in Maths or English, speak to the college you are moving on to as you will take these subjects with them, not at Reigate School.