



## Procedure for Appeals Against Centre Assessed Grades (CAGs) 2020

If any student has concerns about how his/her grades were arrived at they can ask us to check whether we made an administrative error when submitting information to the exam board. For example, this could include mixing up 2 students with similar names or accidentally copying across incorrect data. If such an administrative error is identified, we can appeal to the exam board and ask for a grade correction.

Similarly, we can and will appeal to the exam board if it made a mistake in communicating grades.

However, students **cannot** challenge the School under this appeals process on the CAGs it submitted or rank order positions. Students **cannot** use this appeals process to challenge either the professional judgements of our staff or the procedures followed in formulating CAGs.

For further information please see the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/910603/6672 - What to do if you have concerns or questions about your grades.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/910603/6672_-_What_to_do_if_you_have_concerns_or_questions_about_your_grades.pdf)

Should you wish to check whether we made a mistake in submitting your CAGs please contact Mrs Rose and note the procedure below.

### 1. Enquiry received from parent raising a concern about their child's CAG(s)

- Mrs Rose to send an appeal form to be completed
- Completed forms to be collated and recorded by Mrs Rose before being passed to Dr Bruton
- Dr Bruton to:
  - Review appeals forms during week beginning 31<sup>st</sup> August.
  - Contact parents by telephone to explain the process and ascertain further details
  - Seek further details on the evidence for the awards from the relevant Subject Leader (if required)

### 2. Confirmation of Decision.

During the week beginning 7<sup>th</sup> September students will receive confirmation as to whether the School has identified grounds upon which to base an appeal together with a copy of the guidance issued to Subject Leaders on how to formulate CAGs and any relevant information provided by the subject leader relating to the particular enquiry.

If, upon consideration of the same, a student remains dissatisfied with any decision not to appeal to the Exam Board on his/her behalf that student may file a formal complaint with the School's Local Governing Body in line with Stage 2 of the Mercian Trust's Complaints Policy and Procedure which can be accessed via the following link: <https://qmhs.org.uk/wp-content/uploads/2020/08/Compliments-Comments-and-Complaints-Policy.pdf>

### 3. Process for complaints

Dr Bruton to advise the Clerk re any formal appeals received and follow the Trust policy thereafter.

Deadline for examination boards to receive notice of any appeals that are upheld is:

**17<sup>th</sup> September 2020**