

NCFE BTEC APPEALS PROCESS FOR TEACHER ASSESSED GRADES SUMMER 2021



1. Purpose

1.1. The Coronavirus pandemic has caused substantial disruption to teaching, learning, and assessment activity in all parts of the education sector.

The decision to temporarily close some schools and cancel all external assessment from early 2021 to the end of the 2020-21 session led to the introduction of the Vocational Contingency Regulatory Framework (VCRF), and adaptations and teacher assessed grades (TAGs) for awarding in the remainder of the session.

This is an exceptional appeals process, related solely to results derived from Teacher Assessed Grades (TAGs) in the 2020-21 session. It allows for a learner's teacher assessed grade to be evaluated considering the grounds of appeal put forward, first by their centre, and then by NCFE if required.

1.2. Hartlepool College of Further Education will obtain consent from a student before any centre review or awarding organisation appeal is reviewed at any stage to confirm that if you appeal your grade, you understand that it can go up, down or stay the same as part of the appeals process with the awarding Body.

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

1. Your original **grade is lowered**, so your final grade will be lower than the original grade you received.
2. Your original **grade is confirmed**, so there is no change to your grade.
3. Your original **grade is raised**, so your final grade will be higher than the original grade you received.

A student may request a review but subsequently decide they wish to withdraw it, however once a finding has been made you cannot withdraw your request for a centre review or appeal.

If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

Stage 1

The first stage of the process is referred to as a centre review.

If a student does not consider that they have been issued with the correct unit grade, they can ask their centre to check if an administrative or procedural error has occurred.

A student can appeal if there is evidence that leads a student to believe:

- The centre failed to follow its procedures properly and consistently, and/or
- The centre made an administrative error

NCFE BTEC APPEALS PROCESS FOR TEACHER ASSESSED GRADES SUMMER 2021



If Hartlepool College of Further Education identifies an error with the grade submitted, they will submit the revised grade and rationale to NCFE to review and consider if this is appropriate to correct the result, if so they would issue a revised grade. Hartlepool College of Further Education will inform you of the outcome of this.

After the centre review is completed and the centre does not believe that an error has been made but a student believes that an error persists, a student may ask the Hartlepool College of Further Education to submit an appeal to NCFE on their behalf.

Hartlepool College of Further Education will submit the student's appeal if requested and must provide the required full supporting evidence.

Stage 2: Appeal to the awarding organisation

The second stage of the process is referred to as an appeal to the awarding organisation submitted by Hartlepool College of Further Education on the student's behalf. An appeal will be submitted if the student considers that the centre did not follow its procedure properly, the awarding organisation has made an administrative error, or the student considers that the grade awarded was an unreasonable exercise of academic judgement.

A student can appeal if there is evidence that leads a student to believe:

The centre failed to follow its procedures properly and consistently, in relation to the judgement of the teacher assessed grade, including within their centre review (stage one)

The centre or NCFE made an administrative error which resulted in an incorrect result being issued, which was not resolved within their centre review (stage one)

The centre made an unreasonable exercise of academic judgement in the judgement of a teacher assessed grade e.g. relating to the selection of evidence used to determine the teacher assessed grade, or the judgement made from the evidence selected.

A student may submit a request for an appeal but subsequently decide they wish to withdraw it. Awarding organisations will accept requests for appeals to be withdrawn as long as no finding has been made. An application for an awarding organisation appeal cannot be withdrawn once a finding has been made.

Hartlepool College of Further Education will share the outcome of the awarding organisation appeal, and where appropriate the next stage of the process.

2. Context

2.1 The arrangements for awarding grades to students in summer 2021 include internal and external quality assurance measures which aim to ensure that on results day students are issued with fair and consistent grades that have been objectively reached.

NCFE BTEC APPEALS PROCESS FOR TEACHER ASSESSED GRADES SUMMER 2021



The need for appeals should be limited as students should be confident in their grades because of the following being in place at Hartlepool College of Further Education:

The NCFE QTAG Awarding results 2021 guidance has been adhered to by all centre staff involved in the determination of teacher assessed grades.

The sources of evidence used to determine the student's final Q-TAG grade, along with the grades associated with them.

Details of any variations in evidence used based on disruption to what that student was taught.

Details of any special circumstances that have been considered in determining their grade, e.g. access arrangements/reasonable adjustments or mitigating circumstances such as illness.

Teachers have authenticated students' work from the evidence used to form the teacher assessed grades.

The College followed a rigorous quality process and tutor's teacher assessed grades were Internally Verified before being sent to the awarding bodies.

Effective provision of access arrangements in place for all eligible students.

Eligible students have been given their access arrangements when completing assessments. If access arrangements and reasonable adjustments could not be provided at the time of an assessment, the lack of them has been taken into consideration in determining the grade or alternative evidence has been used, this has been documented in the Internal Quality Assurance and moderation records.

Effective arrangements in place for students that may have been disadvantaged during an assessment, as special considerations that contributes to their unit grades either by taking the circumstances into account in determining grades or by using alternative evidence that was unaffected by the adverse circumstances, if possible. This has been documented in the Internal Quality Assurance and moderation records.

Any teacher assessed unit grades have been determined based on a holistic judgement of the evidence and due regard has been taken of Ofqual's Information for centres about making objective judgements.

A high standard of internal quality assurance in determining teacher assessed grades based only on student evidence. The internal quality assurance decisions are documented, stored securely and can be retrieved.

Internal quality assurance has been conducted in accordance with the centre process. The Head of School has completed all checks to enable them to complete the Head of School Declaration.

The College evidence marks/grades used and to form teacher assessed unit grades were reviewed as part of the moderation process and signed off by Head of School as accurate and correct and the

NCFE BTEC APPEALS PROCESS FOR TEACHER ASSESSED GRADES SUMMER 2021



final checks made and the Head of centre signed before submission to the awarding organisations by the 18th June.

Effective oversight and clear professional accountability from the Head of Centre who completed the Head of Centre Declaration.

The Teacher Assessed Grades have been checked to ensure that there are no administrative errors. Particular attention has been given to checking students with the same or very similar names. Ensuring that there are no administrative or procedural errors during checks prior to submission to the awarding organisations by the 18th June 2021.

Students' work and associated records have been retained and are readily available if requested by an awarding organisation.

NCFE undertook further external quality assurance activity on a sample of the evidence and the grades submitted by the College.

That further checks will be made on receiving the final results, the exams team will conduct another quality assurance check to identify any potential errors made by the awarding bodies and will have already sought to rectify these before the results have been issued.

3. Procedures

3.1 Pre-results Hartlepool College of Further Education:

Teachers will share information with students about:

The College process in place in line with NCFE approach to awarding summer 2021 guidance and has been adhered to by all centre staff involved in the determination of teacher assessed grades.

The sources of evidence used to determine the learner's teacher assessed grade, including the marks or grades associated with them (where deemed appropriate).

Details of any reasonable adjustments, access arrangements, special considerations, or other mitigating circumstances considered when determining the teacher assessed grade

Will not divulge provisional teacher assessment grades (with students or parents/carers before the issue of results is confirmed by the relevant awarding organisation. Hartlepool College of Further Education staff understand that any inappropriate disclosure of teacher assessment grades information before the issue of results will be investigated by awarding organisations as potential malpractice.

Make students aware of the arrangements in place for appeals prior to the issue of results on the students individual e-ilp for students to directly access.

3.2 Post results

NCFE BTEC APPEALS PROCESS FOR TEACHER ASSESSED GRADES SUMMER 2021



Hartlepool College of Further Education:

Will check all the awarding organisation information and final teacher assessed grades to ensure there are no errors.

Will accept appeals form after the results are issued:

- Level 3 results – 10 August 2021
- Level 1, 2 and Entry results – 12 August 2021

Will conduct a centre review on any stage 1 appeals submitted.

Will submit stage 2 appeals if the student requests this, following the outcome of the centre view at stage 1, directly with awarding organisation and follow awarding body processes.

4. For a Priority Appeal

A priority appeal identified by JCQ is only for students applying to higher education who did not attain their firm choice the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result.

For reviews where a higher education place is dependent on the outcome of an appeal, students must include their UCAS personal ID on the Student Appeal Form. The student should also notify their preferred higher education provider that a review has been requested at the earliest possible opportunity so they can decide how to handle their offer.

Request Centre Review Stage 1

Any student concerned with their results when released on ProPortal should discuss this in the first instance with your identified Tutor to review your options and opportunities for resits in the Autumn exam series.

We will accept completed Student Appeals Form with Stage 1 section fully completed and submitted by the individual student **by Monday 16th August 2021** emailed to exams@hartlepoolfe.ac.uk to review concerns where there is evidence that:

- The centre did not follow its procedure properly and consistently, and/or
- The centre made an administrative error.

Hartlepool College of Further Education is only able to review appeals or submit appeals to the awarding organisation with your signed consent.

The grounds for the appeal with the supporting evidence will be reviewed by the exams team/relevant departments Head of School overseen by quality nominee **by Thursday 19th August** and the outcome will be emailed directly to you as the student.

Appeal to Awarding Organisation Stage 2

NCFE BTEC APPEALS PROCESS FOR TEACHER ASSESSED GRADES SUMMER 2021



Will accept the original Student Appeals Form with Stage 2 section fully completed and submitted by the individual student **by Friday 20th August 2021** emailed to exams@hartlepoolfe.ac.uk to request an appeal to the awarding organisation to review concerns where there is evidence that:

- NCFE Error Appeal (Student) – where the student believes NCFE has made an error and has not issued the grade that the centre has requested. The student must provide its reason for believing we have made an error.
- Centre Process Appeal (Student) - where the student believes the centre has not followed its process for determining the Qualification level Teacher Assessed Grade correctly, or it has made an admin error, or it has not followed the centre review/appeal process properly. This will also include where a student does not believe the centre has made appropriate provision for any reasonable adjustments they were entitled to or applied special considerations appropriately.
- Centre Academic Judgement Appeal (Student) – Grade – where a student believes the centre's Qualification level Teacher Assessed Grade was unreasonable.
- Centre Academic Judgement Appeal (Student) - Range of evidence – where the student believes the centre has not been fair in its selection of evidence upon which it has based its Qualification level Teacher Assessed Grade determinations.
- Centre Process and academic judgement Appeal – combined (Student) - where the student believes the centre has not followed its process for determining Qualification level Teacher Assessed Grade correctly and also believes that the centre's Qualification level Teacher Assessed Grade was unreasonable.

Please note the External deadline for the College to submit your stage 2 requests and submit through to the awarding organisation for Priority appeals only is **Monday 23rd August 2021**.

The exams team will send the confirmation that this has been submitted and emailed directly to you as the student by 24th August 2021.

The awarding organisations will aim to complete Stage Two of the appeals process (the awarding organisation appeals stage) within 42 calendar days of the receipt of the application. Due to the nature of appeals this year, awarding organisations may require additional input from centres, and it may not always be possible to meet this target.

Hartlepool College of Further Education will email the student directly the awarding organisation appeal outcome letter once received.

5. For none priority appeals

A none priority as students not applying to higher education and wish to appeal an GCSE /A level or other Level 2/3 qualification result.

Request Centre Review Stage 1

NCFE BTEC APPEALS PROCESS FOR TEACHER ASSESSED GRADES SUMMER 2021



Any student concerned with their results when released on ProPortal should discuss this in the first instance with your identified Personal Tutor to review your options and opportunities for resits in the Autumn exam series.

We will accept completed Student Appeals Form with Stage 1 section fully completed and submitted by the individual student **by Friday 3rd September 2021** emailed to exams@hartlepoolfe.ac.uk to review concerns where there is evidence that:

- The centre made an administrative error.

Hartlepool College of Further Education is only able to review appeals or submit appeals to the awarding organisation with your signed consent. The grounds for the appeal with the supporting evidence will be reviewed by the exams team/relevant departments Head of School overseen by quality nominee **by Friday 10th September 2021** and the outcome will be emailed directly to you as the student.

Appeal to Awarding Organisation Stage 2

Will accept the original Student Appeals Form with Stage 2 section fully completed and submitted by the individual student by **Thursday 16th September 2021** emailed to exams@hartlepoolfe.ac.uk to request an appeal to the awarding organisation to review concerns where there is evidence that:

- NCFE Error Appeal (Student) – where the student believes NCFE has made an error and has not issued the grade that the centre has requested. The student must provide its reason for believing we have made an error.
- Centre Process Appeal (Student) - where the student believes the centre has not followed its process for determining the Qualification level Teacher Assessed Grade correctly, or it has made an admin error, or it has not followed the centre review/appeal process properly. This will also include where a student does not believe the centre has made appropriate provision for any reasonable adjustments they were entitled to or applied special considerations appropriately.
- Centre Academic Judgement Appeal (Student) – Grade – where a student believes the centre's Qualification level Teacher Assessed Grade was unreasonable.
- Centre Academic Judgement Appeal (Student) - Range of evidence – where the student believes the centre has not been fair in its selection of evidence upon which it has based its Qualification level Teacher Assessed Grade determinations.
- Centre Process and academic judgement Appeal – combined (Student) - where the student believes the centre has not followed its process for determining Qualification level Teacher Assessed Grade correctly and also believes that the centre's Qualification level Teacher Assessed Grade was unreasonable.

Please note the External deadline for the College to submit your stage 2 requests and submit through to the awarding organisation for none priority appeals only is **Friday 17th September 2021**.

NCFE BTEC APPEALS PROCESS FOR TEACHER ASSESSED GRADES SUMMER 2021



The exams team will send the confirmation that this has been submitted and emailed directly to you as the student by 20th September 2021. The awarding organisations will aim to complete Stage Two of the appeals process (the awarding organisation appeals stage) within 42 calendar days of the receipt of the application.

Due to the nature of appeals this year, awarding organisations may require additional input from centres, and it may not always be possible to meet this target. Hartlepool College of Further Education will email the student directly the awarding organisation appeal outcome letter once received.