

# What should I do if I do not agree with my grade/s?

RESULTS DAY, 2021

GST

If you do not agree with the grade you have received for a subject or subjects, then the first thing to do is to **request a centre review**. This means you are formally asking the academy to look back over your grade and check that it is correct. To do this, speak to **Mr Stanger** on results day or email [gstanger@ketteringscienceacademy.org](mailto:gstanger@ketteringscienceacademy.org) clearly stating your name, your UCAS personal ID if this applies, the course and the grade that you are requesting a review on. Mr Stanger will ask you to fill a form in. The deadline for this is Monday 16<sup>th</sup> August 2021 if you are an A level student who requires the grade for access to a course or Friday 3<sup>rd</sup> September 2021 in all other cases.

## **Stage One: Centre Review**

The centre review is a procedural and administration check. We will examine our records and ensure that our policy has been applied correctly and that no administration errors have been made. We will complete this and report back to you within seven days of your submission.

If the centre review shows that we believe that either a procedural or administration error has been made which affects your result, we will appeal to the exam board on your behalf (see below). We will let you know that we have done this.

If, following the centre review, you believe that the academy has not applied its policy correctly, or that you disagree with the academic judgement of the grade, then the academy can make an appeal to the exam board on your behalf. To access our centre policy, please visit our website.

## **Stage Two: Appeal**

The appeal is made by the academy on your behalf to the exam board. We will always make the appeal if you request it, but the *centre review* (above) must have been completed first in all cases.

The deadline for appeal submissions to us is Monday 23<sup>rd</sup> August 2021 if you are an A level student who requires the grade for access to a course or Friday 17<sup>th</sup> September 2021 in all other cases.

When we make an appeal, all of your assessment materials will be sent away to the exam board, together with evidence of our processes.

Please note that exam boards will not accept appeals directly from students or parents.

Please be aware that exam boards can make the decision to **increase the grade, leave the grade as it is or decrease the grade**, and that this grade decision is final.

If once you have made your request for an appeal you change your mind, you can withdraw it **providing no judgement has yet been made**.

Results of appeals will come back to us, which we will then share with you.