

You believe the grade you received is wrong

See the college website – [Exams & Results 2021 webpage](#)

STAGE 0 - Contact your SPL/Tutor/TA directly to request they explain the grade you have received and the evidence used to inform this grade.

If your tutor believes there has been an error in determining your grade the college will submit a revised grade to the Awarding Organisation to consider through our Examinations team.

If your tutor/assessor does not identify an error but you still believe that your grade is wrong, you can ask for the college to submit a formal appeal to the Awarding Organisation for you by following Stage 1 of the Appeals process.

IMPORTANT: An appeal will not be applied for if this stage has not been completed.

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Stage 1 – You can appeal for any of the following reasons:

- There was an error in the way the school or college followed or applied its procedure for determining your teacher assessed grade
- The school or college did not make a reasonable judgement when deciding which evidence to use to determine your teacher assessed grade
- The school or college did not make a reasonable judgement about your grade based on the evidence gathered

At stage 1, firstly you will need to read the [Ofqual Student Guide to Awarding in Summer 2021](#), if you are confident there has been an error please complete the [Results 2021 Appeals Centre Review Request form](#), this can also be found on the [Exams and Results 2021 webpage](#) of the college website.

You may need support in completing this form, if so please contact the college via ExamResults@kirkleescollege.ac.uk or contact the college on 01484 437100.

On completion of the request form, the college will likely speak to you directly regarding your application for an appeal. Following this, a request for an appeal through the Awarding Organisation will be made.

The Awarding Organisation 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. **Please be aware, a corrected grade could be higher or lower than the grade you were given on results day.**

The deadline for you to apply for an appeal is the 10th September to allow for an appeal to be made to the awarding organisation.

You will receive confirmation of the results of the investigation from the Awarding Organisation and the college.

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Stage 2 – The final route of appeal is [Ofqual's Exam Procedure Review Service \(EPRS\)](#).

You can apply to EPRS if the Awarding Organisation decides that the grade you were awarded is reasonable, and the college correctly followed its procedure, but you are still concerned that there may have been an error in the procedure used by the Awarding Organisation to conduct the appeal.

The EPRS can consider whether the Awarding Organisation has followed its rules and procedures. It will not consider whether you got the right grade based on the evidence of your work. The Awarding Organisation's final decision on your grade will stand unless the EPRS finds that the Awarding Organisation made an error in its review procedure. Even if an error is found, your grade may stay the same.

Application to appeal a grade

The college will utilise the evidence in place to complete an appeal on your behalf to the awarding organisation.

The Awarding Organisation 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. **Please be aware, a corrected grade could be higher or lower than the grade you were given on results day.**

Application for a revised grade

The college will directly contact the awarding organisation and apply for a revised grade to be considered based on an error made by the college. This will then be reviewed by the awarding organisation and a grade will be submitted. Please be aware, grades may go up, down or stay the same depending on the evidence accepted.

You will be informed by the college of your grade.