

ncfe.

TAG Appeals Form 2020-21

Guidance notes

The purpose of an appeal is to correct errors identified in Teacher Assessed Grades (TAGs) for awarding in 2020-21.

There is no requirement to notify NCFE of instances where a centre review finds no error and no TAG amendment is required, and the learner does not request submission to NCFE for further review. A record must be held within the centre documenting the centre review, and the learner must be made aware of the outcome.

Appeals will consist of two stages:

- Centre review (required for all appeals)
- NCFE review (only required if requested by a learner who believes an error persists after a centre review)

The grounds for appeal are:

- their centre failed to follow their **procedures** properly and consistently
- their centre or NCFE made an **administrative** error
- the centre made an unreasonable exercise of **academic judgement**

This form is to be completed and submitted by email to appeals@ncfe.org.uk by the centre as either:

- a **notification of the outcome of a centre review** where a TAG may require amendment, or;
- following a centre review where a **learner has requested an NCFE review**.

Before submitting an appeal to NCFE, centres must have on record learner consent for all stages of an appeal, confirming that the learner understands the grounds for appeal, the appeal process in 2020-21, and that they are aware that the TAG grade (and subsequent qualification grade overall) can remain the same, go up, or go down following an appeal.

To ensure all submissions can be resolved as efficiently as possible we recommend that centres ensure the form is **completed in full**, with as much **detail** as needed, and **attach all relevant and required evidence** to the submission email.

Evidence must be submitted securely, using a password protected file or other secure file-sharing software options. NCFE can provide a secure file sharing link upon request.

The deadline for requesting an NCFE review is **17 September 2021**. Therefore, learners and centres must ensure that requests for centre review are submitted and resolved in advance of this date to allow for a submission to NCFE.

Centre details

Centre name and number	
Submitted by	
Role at centre	
Email address	
Phone number	

Learner details

Learner name	
NCFE learner number	
Batch number	
UCAS decision dependent on outcome of appeal? If yes, please give details.	Yes/no

Qualification and TAG details

Qualification name The full name of the NCFE qualification, including level.	
Qualification number	
Component e.g. external assessment/unit SHC 31 More than one unit for the same learner on the same qualification can be submitted on a single form. Multiple learners, or different qualifications for the same learner, must be submitted on separate forms	
TAG issued The TAG originally submitted for this learner and component.	

1. Centre review outcome

This section must be completed by the centre, documenting the outcome of the centre review.

Grounds for centre review Please tick the grounds for appeal as requested by the learner. If the appeal was submitted on more than one ground, please note all that apply.	
Administrative error	
Procedural error	
Unreasonable exercise of academic judgement Centre must complete an administrative and procedural review internally to ensure no other errors have occurred, then submit to NCFE for a stage 2 review by NCFE. No review of academic judgement must take place by the centre as part of this review.	
Learner reason for appeal A short explanation to outline what does the learner believe is incorrect, how do they believe it went wrong, and how do they believe this impacted their grade.	

Centre review outcome	
Upheld An error was found	Tick as appropriate
Not upheld No error was found, or not required as part of appeal grounds. (Only complete and submit this form where a centre review found no error but the learner requests the appeal is submitted to NCFE for review.)	Tick as appropriate
Teacher Assessed Grade amendment required? If a TAG amendment has been proposed by the centre, please ensure that NCFE is notified and that the proposed TAG is only confirmed with the learner once NCFE has confirmed and issued an amended TAG result.	Yes/No
Original Teacher Assessed Grade	
Amended Teacher Assessed Grade If applicable.	

Information considered by the centre Please give an overview of the evidence that was reviewed internally as part of the centre review

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Centre review outcome and rationale

Please outline the outcome of the centre review, giving details of all findings, any errors identified or discounted, and why. If the outcome of the review requires a TAG to be amended, please clearly evidence why, including as much detail as required to justify the amendment.

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Supporting evidence reviewed and attached to submission

Please detail all evidence reviewed as part of the centre review, which should be submitted alongside this form as required to support the outcome.

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Centre review confirmation and next steps

A senior leader within the centre has approved the outcome of the centre review	Yes/No
The learner understands the appeal process, and knows how to request an appeal to NCFE if required	Yes/No

Tick the most appropriate of the options below for the state of the appeal at point of submission to NCFE.

<p>The centre review has identified an error, and this form is the notification to NCFE of the outcome, with a suggested TAG amendment. Complete section 1 and the declaration, but do not complete section 2.</p>	
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<p>The centre review found no error, and the learner has requested the submission for a review by NCFE. Complete section 1, section 2, and the declaration before submitting.</p>	
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If submitting an appeal to NCFE for review, **move to section 2.**

If notifying NCFE of the outcome of a centre review, **move to the declaration.**

2. Request for NCFE review

This section must be completed by the centre if, following a centre review, the learner has requested submission of the appeal to NCFE for review.

This does not need to be completed if the appeal has been resolved at the point of centre review.

Grounds for NCFE review

Please tick the grounds for appeal as requested by the learner. If the appeal was submitted on more than one ground, please note all that apply.

Administrative error	
Procedural error	
Unreasonable exercise of academic judgement: <i>Selection of evidence</i>	
Unreasonable exercise of academic judgement: <i>Judgment made from evidence selected</i>	

Learner reason for appeal

A detailed explanation to clearly state what the learner believe is incorrect, how do they believe it went wrong, and how they believe this impacted their grade. This doesn't need to be long but must be clear with sufficient detail to support the chosen grounds for appeal.

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Declaration

I accept that NCFE will hold and process electronically the information provided and may use it for any purpose deemed relevant to this appeal.

I confirm that I have evidence of learner consent for all relevant stages, clearly showing the learner is aware that the outcome of an appeal may result in a TAG going up, down, or remaining the same, and will provide this to NCFE if requested.

Name:

Date:

Contact Us

Visit: www.ncfe.org.uk & www.qualhub.co.uk

Email: appeals@ncfe.org.uk

Call: 0191 239 8000

Annex A – Optional evidence checklist

As part of an appeal on the grounds of procedural error or academic judgement, centres will be required to submit supporting evidence.

The following checklist outlines the types of evidence NCFE will expect to be submitted alongside this form, to support either the outcome of a centre review, or NCFE review. By attaching evidence at the point of submission, this will help to ensure appeals can be resolved quickly with less need for back and forth requesting further information.

Evidence	Attached/not attached	Notes The reasons why a piece of evidence has/has not been selected, file names, and other information to note.
Centre policy detailing the evidence selected, and how this was used to support TAG judgements for the cohort.		
Evidence of individual variations within the evidence selected within the cohort, and rationale.		
Confirmation of mitigating circumstances considered in TAG judgements, the rationale for why and how they have been taken into account.		
Confirmation of any access arrangements or reasonable adjustments for the learner, and details of if/how they were applied or not.		
Records of any requests from the learner regarding the evidence used within their TAG, or records of any other available correspondences with the learner or their parents or carer regarding the grading process.		
All available learner evidence which was used in determining the TAG.		
A copy of the learner request for a centre review, and a copy of the centre response.		
Details of any other key documents or events which were taken into account in the TAG judgement process, or which came to light following the TAG submission, and the actions taken to address these.		

Name and role of the members of staff who checked and submitted the original TAG for the learner.		
Other evidence submitted (update accordingly)		
Other evidence submitted (update accordingly)		
Other evidence submitted (update accordingly)		
Other evidence submitted (update accordingly)		