

Optional Evidence Checklist for Student Appeals

This is a checklist of the evidence that schools and colleges will be required to submit to the Awarding Organisation in the event of a student appeal to the Awarding Organisation on either procedural or academic judgement grounds. Centres may also find this evidence useful when conducting centre reviews.

We recommend that subject teachers and Heads of Department are asked to review the checklist once teacher assessed grades have been submitted to ensure that all documentation is complete, accurate and easily accessible to staff who will be completing centre reviews and submitting appeals. It may be helpful to note the name and location of relevant documentation so that it can be easily retrieved if needed during the centre review and appeals processes.

We also recommend that you submit the completed checklist along with all required evidence, when submitting an appeal to the Awarding Organisation. This may reduce the need for the Awarding Organisation to contact centre staff with queries about the evidence submitted.

Qualification Level:

Subject:

	The cohort assessment record (or equivalent centre documentation) including the following:	<i>If this is not contained in the assessment record, please identify the appropriate document that has the information. This will need to be submitted to the Awarding Organisation in the event of an appeal.</i>	<i>Explanatory notes</i>
1	The roles of the two members of staff who checked and confirmed the grades for this subject.		
2	The evidence selected for the cohort and an explanation of how the evidence has been used to support the determination of grades.		<i>The explanation should be sufficient to enable the Awarding Organisation to understand the approach to the determination of grades at a cohort level. It should specify, for example, if greater weight has been given to one or more assessments and how coverage of the assessment objectives has been achieved.</i>
3	Details of individual variations in the evidence selected for students within the cohort and a rationale for each variation.		<i>This should detail all cases where the selection of evidence for an individual student varies from that selected for the cohort, including variations required as a result of access arrangements, mitigating circumstances, disruption to teaching and learning, concerns about authenticity or because the student is a private candidate.</i>
4	Confirmation of any mitigating circumstances which have been taken into account for individual students, and an explanation of the way in which they have been taken into account.		

5	Confirmation of any access arrangements or reasonable adjustments agreed for individual students, and an explanation of the way in which any failure to provide agreed access arrangements or reasonable adjustments has been taken into account.		
	Additional documentation	<i>Please indicate what documentation is available and its location.</i>	<i>When submitting an appeal to the awarding organisation, you need only upload this documentation for the student who has requested the appeal.</i>
6	Any available additional records relating to the evidence selection for private candidates included in the cohort.		<i>For example, any supporting documentation provided by a third party involved in the grading decision.</i>
7	Any available correspondence or records of discussions with students or parents about concerns related to the grading process.		<i>Teachers are not expected to document all conversations about student or parental concerns, but records that are available should be submitted to the Awarding Organisation in the event of an appeal.</i>
8	A copy of information shared with the student about the evidence selected, and marks or grades awarded for each item of evidence.		
9	Details of any procedural or administrative errors which have come to light since the original submission of teacher assessed grades, and confirmation of action taken to address these.		
	Student performance evidence	<i>Please indicate what documentation is available and its location.</i>	<i>When submitting an appeal to the awarding organisation, you need only upload this documentation for the student who has requested the appeal.</i>
10	All available student evidence which has been used in determining the grade.		
	Centre review documentation	<i>Please indicate what documentation is available and its location.</i>	<i>When submitting an appeal to the awarding organisation, you need only upload this documentation for the student who has requested the appeal.</i>
11	A copy of the student's request for a centre review and a copy of the centre's response.		<i>If any procedural or administrative errors were identified by the centre, the response to the student should make it clear what action has been taken as a result.</i>