

## INA Appeals Procedure 2021

- 1) The stage one appeals window is from results day till 16<sup>th</sup> August for priority appeals (priority appeals are students applying to higher education that did not attain their firm choice) and from results day till 10 September for non-priority appeals.
- 2) Appeals must be made using the JCQ form available from [isaacnewtonacademy.org](http://isaacnewtonacademy.org).
- 3) The JCQ form must be completed **electronically** and emailed to [exams@isaacnewtonacademy.org](mailto:exams@isaacnewtonacademy.org) (paper forms and scanned copies cannot be accepted. E-mail addresses can be used for signatures).
- 4) All stage one centre review appeals and stage two awarding organisation appeals must be submitted and will be returned electronically within the time frames below.
- 5) Note that a stage one appeal must be submitted within the time frame below and responded to by the centre before a stage two appeal can be submitted.
- 6) A stage two appeal is required where the student considers any of the following:  
The centre did not follow its procedure properly or consistently  
The awarding organisation made an administrative error  
The centre made an unreasonable exercise of academic judgement  
The student will use the same appeals document, complete section two and return to [exams@isaacnewtonacademy.org](mailto:exams@isaacnewtonacademy.org).
- 7) The awarding body aim to complete stage two appeals within 42 calendar days.
- 8) All stage two awarding organisation appeals will be returned electronically.

### Key Dates for priority appeals\*

10 August to 16 August 2021	Window for students to request a centre review
10 August to 20 August 2021	Centres conduct centre reviews
10 August to 23 August 2021	Centres submit appeals to awarding organisations

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

### Key dates for non-priority appeals

From result day to 3 September 2021	Window for students to request a centre review
From result day to 10 September 2021	Centres conduct centre reviews
From result day to 17 September 2021	Centres submit appeals to awarding organisations