



Chailey School

Summer 2020 Results and Appeals Process

This policy has been reviewed in July 2020 to ensure compliance with current regulations

Date of Governing Body's Approval: 21st July 2020

Chair of Governors:

Head Teacher:

Information for Centre

Results and Appeals

Centre assessment grades and rank orders

Chailey School:

- will not divulge provisional (centre assessment) grades, nor rank orders, with candidates or parents/carers before the issue of results
- understands that any inappropriate disclosure of centre assessment grades and rank order information before the issue of results will be investigated by awarding bodies as potential malpractice
- the issue of results will be made available if requested by a candidate

Final grades

Chailey School will:

- issue results in accordance with the centre's *Information for Candidates - Results, Appeals and Certificates* document (detailed on pages 4-5)
- signpost candidates (and parents/carers) to information provided by key stakeholders at the time final grades are issued to support their understanding of the grades awarded

Arrangements for results day(s)

Chailey School will:

- organise results day(s) and inform candidates of the arrangements in place for the collection of/access to their results
- ensure senior members of centre staff are available/accessible to candidates with whom a result/results may be discussed
- prepare information for candidates showing their options if they have concerns about their results
- signpost candidates to relevant Ofqual and/or awarding body information that sets out how their grades were awarded this year and the options available if they believe their result was not properly produced, including access to appeal

Arrangements for appeals

Chailey School will:

- follow information provided by Ofqual/JCQ/awarding bodies to determine the grounds on which an appeal can be made on behalf of a candidate, or candidates
- make candidates aware of the arrangements in place for appeals
- if a candidate is concerned that any reasonable adjustments were not taken into account when the centre determined their CAG, discuss this with the candidate
- submit an appeal to the awarding body on behalf of a candidate or candidates where it is believed:
 - the centre itself made an administrative error when submitting centre assessment grade (CAG) or rank order information to the awarding body. Rank order information was vital to support standardisation, but any change to a candidate's position in the rank order would not change the candidate's CAG.
- collect consent from a candidate before any appeal is submitted to the awarding body.
- Chailey School cannot appeal against the CAG that they decided was correct at the point of submitting it to the awarding body, and for which the head of centre submitted a declaration to confirm that in the centre's judgement this was the grade the students were most likely to have received had the exams gone ahead.

Chailey School confirms that

- the decision to issue candidates with the higher of their CAG or their calculated grades means that a route to appeal on the grounds of mock exam results is not available. Mock exam results were part of the evidence the centre took into account when determining CAGs for candidates.
- if candidates or others have concerns about bias, discrimination or any other factor that suggests that the centre did not behave with care or integrity when determining the CAG and/or rank order information they should normally raise these concerns with the centre, in the first instance; or they could take their concerns to the relevant awarding body if this was the more appropriate route
- where there is evidence, Ofqual require awarding bodies to investigate such allegations as potential malpractice or maladministration as such allegations would be very serious, and Ofqual expect them to be rare

Internal appeals procedure

Chailey School will provide a process for a candidate to appeal against any decision the centre may make:

- not to seek from the awarding body any information the awarding body holds that would be needed for an appeal; and/or
- not to appeal to the awarding body

Reference publications

Ofqual

[Awarding qualifications in summer 2020](#)

[Decisions on exceptional arrangements for assessment and grading in 2020](#) GCSEs, AS, A levels, Extended Project Qualifications and the Advanced Extension Award in maths

[Decisions on exceptional arrangements for assessment and grading in 2020](#) Vocational, technical and other general qualifications

[Extraordinary regulatory framework: General Qualifications, COVID-19 Conditions and Requirements](#)

[Extraordinary regulatory framework: VTQ, Covid-19 Conditions and Requirements](#)

Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

Chailey School has submitted centre assessment grades (CAGs) and rank order information to the relevant awarding body in accordance with Ofqual guidance and in line with the awarding body instructions.

The awarding bodies put these grades through a standardisation process to determine a calculated grade.

Where calculated grades are higher than CAGs, calculated grades will be awarded.

Final grades

On candidate statements of results (results slips) and certificates, final grades will be reported in the same way as in previous years.

About your results

Ofqual has provided information for students:

- **Your results, what next?** Understanding your qualifications grades this summer: updated 20 August 2020
www.gov.uk/guidance/your-results-what-next
- **Student guide to post-16 qualification results: summer 2020** - A guide for those receiving qualification results in England this summer (updated 19 August)
- **Student guide to appeals, malpractice & maladministration complaints**
Summer 2020 - What to do if you have concerns or questions about your grades (updated 19 August)
www.gov.uk/government/publications/student-guide-to-post-16-qualification-results-summer-2020
- **National Careers Service Exam Results Helpline** www.gov.uk/careers-helpline-for-teenagers

Awarding bodies will also likely provide information for students about results. Chailey School will signpost you to any relevant information at results time.

If you have a concern about a grade you have been awarded, you can ask Chailey School to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint with Ms Poole, Deputy Head Teacher, if you feel you have evidence of bias or that you were discriminated against; you could also pass such evidence on to the awarding body who could investigate for potential maladministration/malpractice
- seek any information the awarding body holds in relation to how your final grade was calculated
- provide information about the opportunity to take an exam in the autumn series or in summer 2021

Arrangements for appeals

The arrangements for awarding qualifications in summer 2020 state:

Only schools and colleges can submit an appeal. This also applies to private candidates (students who do not study in a school or college.)

If a candidate has concerns about how grades were arrived at they should talk to their school or college about their options.

- A candidate can ask their centre to check whether it made a mistake when submitting data to the awarding body (If the centre finds it made a mistake in the data it provided it can ask the awarding body to correct it)
- The centre can appeal to the awarding body on a candidate's behalf if it believes the awarding body made a mistake when it communicated a candidate's grade
- A candidate cannot challenge the centre under the appeals process on the centre assessment grades it submitted or the rank order positions

- A candidate cannot appeal because their mock exam result was higher than the grade awarded. The mock grade will have been taken into account in deciding a candidate's centre assessment grade. Candidates will either receive their centre assessment grade or the calculated grade (whichever is higher)
- This summer, candidates grades are protected and will not go down as a result of an appeal.
- If the centre is unhappy with the outcome of the awarding body's appeals process, it can appeal this decision through Ofqual's [Examination Procedures Review Service](#)
- A candidate can appeal against the centre's decision
 - not to seek any information the awarding body holds that would be needed for an appeal; and/or
 - not to appeal to the awarding body

Certificates

Students will be advised on the arrangements for issuing exam certificates once they have been finalised via e-mail and on the school website. All unclaimed certificates will be stored under secure conditions for a minimum of 12 months from the date of issue.

Internal appeals procedure

Chailey School will:

- inform candidates of the arrangements for appeals prior to the issue of results and the accessibility of senior members of centre staff immediately after the publication of results by issuing this Information for candidates – Results, Appeals and Certificates document via e-mail which will also be available on the school website
- appeal to an awarding body on a candidate's behalf if it believes the centre itself made an error when submitting a centre assessment grade or rank order information or if it believes an awarding body made a mistake when communicating a grade
- ask the candidate to provide written informed consent (informed consent via candidate email is acceptable) before an appeal is submitted to the awarding body as the appeal could result in the final grade being lower than, higher than, or the same as the grade which was originally awarded
- only collect consent after the publication of results.
- where relevant, advise an affected candidate to inform any third party (such as a university or college) that an appeal has been submitted to an awarding body

Chailey School will not:

- seek any information the awarding body holds that would be needed for an appeal if it does not believe an awarding body made a mistake when calculating, communicating a grade
- appeal to an awarding body on a candidate's behalf if it does not believe the centre itself made an error when submitting a centre assessment grade or rank order information or if it does not believe an awarding body made a mistake when calculating, communicating a grade

An internal appeal may be submitted to the centre where a candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision:

- not to seek any information the awarding body holds that would be needed for an appeal
- and/ or
- not to appeal to the awarding body

An appeal should be submitted by:

- completing and submitting an internal appeals form to the centre by 7th September 2020.
- the candidate will be informed of the outcome of the internal as soon as a decision has been made and in sufficient time for the centre to take any appropriate action where the internal appeal may be upheld.

If the internal appeal is upheld by the centre, resulting in an appeal on the candidate's behalf being submitted to the awarding body:

- awarding body fees which may be charged for an appeal will be paid by the centre
- if the appeal is upheld by the awarding body, this fee will be refunded by the awarding body to the centre.

Internal Appeals Form

Summer 2020 awarding

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

| FOR CENTRE USE ONLY | |
|---------------------|--|
| Date received | |
| Reference No. | |

- Appeal against the centre's decision not to seek any information the awarding body holds that would be needed for an appeal
- Appeal against the centre's decision not to appeal to the awarding body

| | | | |
|---|--|----------------------------------|--|
| Name of appellant | | Awarding body | |
| Candidate name if different to appellant | | Qualification type Subject | |

Please state the grounds for your appeal below:

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

