

**Summer 2020**

**Information for Candidates**

**Results, Appeals and Certification Document**

**July 2020**

# Information for Centre Results and Appeals Process

## Centre assessment grades and rank orders

Stanley High 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
- will offer an opportunity to discuss with a member of the Senior Leadership Team data such as calculated grades, Mock results and forecast grades. Rank order information will not be disclosed.
- recognises that Centre Assessment Grades and Rank Orders are classed as personal data under the Data Protection Act and that this information can be made available only on an individual level.

## Final grades

Stanley High School will:

- issue results in accordance with the *Information for Candidates - Results, Appeals and Certificates* document
- 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)

Stanley High 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 calculated this year and the options available if they believe their result was not properly produced, including access to appeal

## Arrangements for appeals

Stanley High School will:

- follow information provided by 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 prior to the issue of results by publishing information on the school website.
- provide candidates with a statement of the arrangements promptly when requested
- seek any information the awarding body holds in relation to how final grades were calculated if there is a concern about any results
- submit an appeal to the awarding body on behalf of a candidate or candidates where it is believed:

- the centre itself made an error when submitting centre assessment grade or rank order information to the awarding body and has supporting evidence that confirms an error was made (and will submit its supporting evidence at the earliest stage and explain why data which the Head of Centre declared to be accurate is now considered incorrect).
- the awarding body made a mistake in the operation of the standardisation model where the wrong data was used to calculate results
- the awarding body made an administrative error in the issuing of results
- collect consent from a candidate before any appeal is submitted to the awarding body.
- appeals for mock results will be made and determined by the Head of Centre based on data and evidence held by the school. If a pupil qualifies for such an appeal they will be contacted and informed. Written consent will be required from the candidate to proceed.

### **Internal appeals procedure**

Stanley High 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

### **How centre assessment grades and rank orders were determined**

To respond to any queries, challenges or internal appeals from a candidate (or their parent/carer) Stanley High School will detail:

- the process deployed for each subject in calculating centre assessment grades and ranking of all candidates within each grade (or within the cohort where this was required by a particular qualification type)
- the support given to any newly qualified teachers in grading and ranking students
- a summary of the evidence and data used to make objective and professional judgements
- the standardisation process where a cohort was taught across several teachers in a subject area
- how any conflicts of interest were managed
- the review and check for accuracy undertaken as part of the internal sign-off process for each subject
- confirmation of the process for head of centre sign-off and submission of the declaration to awarding bodies
- any errors reported by an awarding body after the submission of information and details of how these were resolved]

#### **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: VTO, Covid-19 Conditions and Requirements](#)

## Centre assessment grades and rank orders

**Stanley High School** has submitted provisional (centre assessment) grade(s) and rank order(s) to the relevant awarding body in accordance with the Ofqual guidance<sup>1</sup> on *Awarding qualifications in summer 2020* and in line with the awarding body instructions.

<sup>1</sup> <https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>

For the reason of fairness, awarding bodies are putting these grades through a standardisation process to ensure grading standards are consistent across all centres. The rank order of candidates will not be changed but the final grades candidates receive may be different to the centre assessment grade.

## Final grades

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

Final grades will be issued on results day(s) in August as follows:

Date	Qualification type
20/08/2020	GCSE and other Level 1/2 qualifications

## Arrangements for results day(s)

Alternatively, results can be released to a nominated person. If the candidate prefers this option, a letter needs to be forwarded to the school from the candidate stating that they are unable to collect their results with the name of the nominated person clearly stated. The person who will be collecting the results must bring with them a copy of the consent letter and photographic identification to allow the results to be released to them. Letters for such requests must be received by Friday 17<sup>th</sup> July. These results will be available to collect from school on results day.

## Concerns about your results

At results time, Ofqual will be providing information for students that sets out how their grades were calculated this year and the options available if they believe their result was not properly produced, including access to appeal. The *National Careers Service Exam Results Helpline*<sup>2</sup> offers advice each year for students who have not received the results they had hoped for. Ofqual will also make a helpline available to students and their parents or carers to talk about the appeals process and any other questions they may have about their results this summer.

<sup>2</sup> <https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies will also likely provide information for students about results. Stanley High 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 make an enquiry via [enquiries@stanleyhigh.co.uk](mailto:enquiries@stanleyhigh.co.uk). The Senior Leadership Team will;

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint with the Head of Centre 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 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:

Candidates can appeal their grades through their centre if they feel the process this summer was not followed correctly in their case.

A candidate can:

- ask their centre to appeal on their behalf to an awarding body if there is evidence that leads a candidate to believe:
- the centre made an error when submitting a centre assessment grade or rank order information
- an awarding body made a mistake when calculating, assigning or communicating a grade
- appeal against the centre's decision
- not seek any information the awarding body holds that would be needed for an appeal; and/or
- not appeal directly in any respect to the awarding body (unless a private candidate)

## **Certificates**

Certificates, when received from the awarding body, will be issued to candidates. Details will be provided through separate communication in Autumn Term 2020.

## **Internal appeals procedure**

Stanley High School will:

- inform candidates of the arrangements for appeals prior to the issue of results and after the publication of results by the school website and upon individual request via [enquiries@stanleyhigh.co.uk](mailto:enquiries@stanleyhigh.co.uk).
- 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 calculating, assigning or 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

Stanley High 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, assigning or 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, assigning or communicating a grade.

An internal appeal can be submitted to the centre where a candidate (or the 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 the candidate to the Head of Centre using the internal appeals form. The form must be completed and submitted within 7 calendar days of the notification of the outcome of results prior to the centre's internal deadline for submitting a request for an appeal.

The appellant will be informed of the outcome of the appeal before the centre's internal deadline for submitting a request for an appeal, which is Thursday 17<sup>th</sup> September 2020.

If the internal appeal is upheld by the centre, resulting in an appeal being submitted to the awarding body on behalf of the candidate by the school;

- awarding body fees, if applicable, may be charged for an appeal must be paid to the centre by the appellant before the appeal is submitted to the awarding body (fees are available from the exams officer).
- if the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by 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:

This form must be signed, dated and returned to the exams officer [enquiries@stanleyhigh.co.uk](mailto:enquiries@stanleyhigh.co.uk) on behalf of the head of centre to the timescale indicated in the internal appeals procedure.

