

# **Summer 2020**

## **Results and Appeals process**

**August 2020**

## Information for Candidates

### Results, Appeals and Certificates

#### Centre Assessment Grades and rank orders

St Aidan's Church of England High School and the Associated Sixth Form submitted Centre Assessed Grades (CAGs) and rank orders to the relevant awarding body in accordance with the Ofqual guidance on and in line with the awarding body instructions.

For the reason of fairness, this included awarding bodies putting these grades through a standardisation process to ensure grading standards are consistent across all centres. The use of Centre Assessed Grades and calculated grades changed in August according to updated Ofqual guidance and procedures; please see the Government information on the Results for 2020 at [www.gov.uk/guidance/your-results-what-next](http://www.gov.uk/guidance/your-results-what-next).

#### 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
13/08/2020	GCE (AS, A Levels) and other Level 3 qualifications
20/08/2020	GCSE and other Level 1/2 qualifications

#### Arrangements for results day

Candidates will be given access to their results via their school email account as soon as possible after 08:00AM on the relevant date. Further information about Centre Assessed Grades and related issues will be available on request: details of this process will be made available to candidates on results day. Careers and pastoral staff will be available to discuss the implications of results. We will also provide details about the opportunity to take an exam in the autumn series or in summer 2021.

#### Arrangements for appeals

See the Ofqual information on appeals at <https://www.gov.uk/government/publications/student-guide-to-post-16-qualification-results-summer-2020> (August 2020).

Please note the following information (extracted from the above source) on the grounds for any appeal, that must be made by the centre on your behalf:

*Even if your results aren't what you were hoping for, you might still be able to move on to the next stage of your education or employment as you had planned. If you have concerns about how your grades were arrived at you should talk to your school or college about your options. It is important to remember that:*

- 1. You can ask your school or college to check whether it made an administrative error when submitting information to the exam board. Administrative errors might include, for example, mixing up 2 students with similar names, or accidentally copying across the wrong data, but do not relate to the professional judgements of centres in assigning CAGs. If your school or college finds it made a mistake in the information it provided it can ask the exam board to correct it.*

2. *Your school or college can appeal to the exam board on your behalf if it believes the exam board made a mistake when it communicated your grades.*
3. *You cannot challenge your school or college under the appeals process on the centre assessment grades it submitted or your rank order positions. Any appeal would have to be undertaken by someone better placed than your teachers to judge your likely grade if exams had taken place. In the unique circumstances of this summer, we do not believe there is such a person.*
4. *You cannot appeal because your mock result was higher than the grade you were awarded. Your mock grade will have been taken into account in determining your centre assessment grade. You will either receive your centre assessment grade or your calculated grade (whichever is higher).*

*It is important that you speak to your school or college about whether it believes you have a reason for appeal. All appeals must be made by the school or college. This summer, your grade is protected, meaning that it will not go down to a lower grade as a result of an appeal.*

*<https://www.gov.uk/government/publications/student-guide-to-post-16-qualification-results-summer-2020> (August 2020)*

**Requests for the Centre to submit an appeal should be made to the Examination Officer as soon as possible, for example by email, and no later than the 10 September which is the deadline for internal appeals.**

#### Internal appeals procedure

St Aidan's Church of England High School will:

- appeal to an awarding body on a candidate's behalf if it believes the centre itself made an administrative 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.
- 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.

St Aidan's Church of England 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 Associated Sixth Form 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 may be submitted to the Centre where a candidate believes there are grounds to appeal against the centre's decision not to submit an appeal to the awarding body.**

An internal appeal should be submitted by:

- completing and submitting an **internal appeals form** to the Examinations Officer by 10 September 2020.

The candidate will be informed of the outcome of the internal appeal 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:

- where applicable, the centre will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals.

## Complaints procedures

If required, for example following the internal appeals process, the candidate may raise a complaint through the School's complaints policy. The St Aidan's Church of England High School Complaints Policy is provided on the School's website and further information on this can be provided on request.

In addition, as per section 1.2 of the above Ofqual information, a student may make a complaint separately to any appeals process; for example, regarding possible grounds for complaint on the basis of bias, discrimination, malpractice or maladministration:

*If bias or discrimination affected your centre assessment grades or rank order positions this summer, this could be a form of malpractice or maladministration (wrongdoing).*

*If you think malpractice or maladministration might have affected you, then you should first discuss this directly with your school or college and raise a complaint through its complaints policy. If you feel that your concerns have not been addressed, you could then consider raising your concerns about malpractice or maladministration with the exam board. It is important to remember that this would not be an appeal, but rather an allegation (accusation) that malpractice or maladministration happened in relation to your centre assessment grades or rank order positions. Such allegations would be serious and taken seriously.*

*<https://www.gov.uk/government/publications/student-guide-to-post-16-qualification-results-summer-2020> (August 2020)*

## 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 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, on behalf of the Head of Centre, to the timescale indicated in the internal appeals procedure