

Summer 2020 Results and Appeals Process

July 2020



Information for Centre

Results and Appeals

Centre assessment grades and rank orders

St Joseph's College:

- will not divulge provisional (centre assessed) grades, nor rank orders, with candidates or parents/carers before the issue of results
- understands that any inappropriate disclosure of centre assessed grades and rank order information before the issue of results will be investigated by awarding bodies as potential malpractice
- will make an application form available for students wishing to request their centre assessed grades and rank order. Requests will not be processed until 24 hours after release of results.

Final grades

St Joseph's College will:

- issue results in accordance with the *Information for Candidates - Results, Appeals and Certificates* document, which can be found on page 4.
- 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)

St Joseph's College will:

- organise results days 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 results may be discussed
- 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

St Joseph's College will:

- follow information provided by awarding bodies to determine the grounds on which an appeal can be made on behalf of a candidate
- make candidates aware of the arrangements in place for appeals prior to the issue of results
- 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 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 an awarding body. Appeals must be made by the candidate not a parent or carer, the outcome may result in the grade being lowered, raised or confirmed.

Internal appeals procedure

St Joseph's College 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

St Joseph's College followed these procedures to determine centre assessed grades:

- Subjects met to agree criteria for the ranking of students and which data they would use in order to make objective and professional judgements
- Subject conferences then subsequently took place to discuss and decide CAGs and cohort rankings. Evidence included; mock examinations, assessed work, class test marks, work/data from the lock-down evidence gathering weeks (where missing, teacher judgement as to student trajectory was used instead)
- Any conflicts of interest were managed as appropriate to each case
- A holistic approach was taken to ensure that SEND students and those who may have been affected by various external factors at different points during their exam course were not disadvantaged
- Heads of Faculty met with the Principal (Head of Centre) and Senior Team to present their CAGs and rankings
- A robust moderation process ensured that inconsistencies in methodology were challenged and rectified as appropriate
- CAGs were entered onto the awarding bodies' secure sites and the accuracy of data input was checked by two members of staff to avoid clerical errors
- The Head of Centre confirmed the process had been undertaken according to the regulatory framework and submitted a declaration to the awarding bodies.

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](#)

Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

St Joseph's College has submitted provisional (centre assessed) grade(s) and rank order(s) to the relevant awarding body in accordance with the Ofqual guidance¹ on *Awarding qualifications in summer 2020* and in line with the awarding body instructions.

¹ <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
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 days

Students will be invited to collect their results from 8.00am on 13th and from 9.30am on 20th August. Senior staff will be on site to provide advice and guidance on options and UCAS as appropriate. These arrangements depend on the Government guidelines in place at the time of results days and are subject to change. A contingency plan, to email results to all students, is in place should the need arise.

If students are unable to attend and wish for a friend, agent or relative to collect results on their behalf, we will require written permission, signed by the student, which names the nominated person. The nominated person will be required show photo ID before results are issued. Please be advised that we will not release results to individuals who do not comply with these requirements.

Alternatively, students may request that results are emailed to their personal email address. Results will be emailed by 9.30am on the date of issue.

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*² 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.

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

Awarding bodies will also provide information about results for students. St Joseph's College will signpost students to any relevant information at results time via their designated webpages.

If you have a concern about a grade you have been awarded, you can ask St Joseph's College to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint with the Principal 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 about final grades

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

A final grade appeal should be submitted by:

- completing and returning a Final Grade Appeal form (found on page 8 of this document) to the Examinations Officer by midday Wednesday 16 September 2020, which the College's internal deadline for submitting an appeal about final grades.

Awarding body fees, which may be charged for an appeal, must be paid to the centre by the appellant before the appeal is submitted. If the appeal is upheld by the awarding body this fee will be refunded. Centres will be informed of awarding body fees at results issue.

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
- make an internal 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

A candidate cannot:

- appeal against their centre assessment grades and position in the rank order
- appeal in respect of the process or procedure used by St Joseph's College in calculating their centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body

Certificates

Certificates will be received from the awarding bodies in the Christmas term. Candidates will be notified when certificates have been collated and are ready for collection and will be given details of the options available should they not be able to collect in person.

Internal appeals procedure

St Joseph's College 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).
- 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 final grade
- ask the candidate to provide written informed consent via the Final Grade Appeals form 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

St Joseph's College 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 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 internal appeal should be submitted by

- completing and returning an Internal Appeals form (found on page 9 of this document) to the Examinations Officer by midday Thursday 10 September 2020, which is before the College's internal deadline for submitting an appeal about final grades.

The appellant will be informed of the outcome of the appeal before the centre's internal deadline for submitting a request for an appeal on their final grade.

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 must be paid to the centre by the appellant before the appeal is submitted to the awarding body.
- 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.

Request for centre assessed grade form

Summer 2020 awarding

FOR CENTRE USE ONLY

Date received

Please complete all white boxes below.

Name of student	
Qualification type	Subject
By signing and submitting this form I acknowledge and understand that St Joseph's College will not process this request until 24 hours after release of results and that they have up to 5 working days from the date received in which to respond.	
Student signature	
Date	

This form must be signed, dated and returned to the Exams Officer.

Final grade appeal form

Summer 2020 awarding

FOR CENTRE USE ONLY	
Date received	
Fee paid	

Please complete all white boxes below.

Name of student			
Awarding body		Qualification type	
Subject		Final grade	

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

By signing this document I acknowledge and understand that the outcome might result in my grade being raised, lowered or confirmed. I understand that any fees incurred will be added to the next fees bill or deducted from the deposit.

Student signature	
Parent/Guardian name and signature	
Date	

This form must be signed, dated and returned to the Exams Officer, on behalf of the Head of Centre, by midday 16 September 2020 as indicated on page 5 of the Results and Appeals Process document.

Internal appeals form

Summer 2020 awarding

FOR CENTRE USE ONLY	
Date received	

- 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

Please complete all white boxes below.

Name of appellant		Student name if different to appellant	
Awarding body		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

By signing this document I acknowledge and understand that the outcome might result in my grade being raised, lowered or confirmed. I understand that any fees incurred will be added to the next fees bill or deducted from the deposit.

Student signature	
Parent/Guardian name and signature	
Date	

This form must be signed, dated and returned to the Exams Officer, on behalf of the Head of Centre, by midday 10 September 2020 as indicated in the internal appeals procedure which can be found on page 6 of the Results and Appeals Process document.