



Summer 2020

Results and Appeals process

Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

The Bewdley 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

Final grades will be reported on a candidate's statements of results (results slips) and certificates (in the same way as 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) (<https://www.gov.uk/government/publications/student-guide-to-post-16-qualification-results-summer-2020>)
- **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** - <https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies will also provide information for students about results. The Bewdley 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 Mrs Bridges, the school's Exams Officer (dbr@bewdley.worcs.sch.uk) to:

- check whether an error was made when submitting your Centre Assessment Grade and rank order to the awarding body
- raise a complaint with Mrs McDougall 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
- 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 their 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

How Centre Assessment Grades and rank orders were determined

To respond to any queries, challenges or internal appeals from a candidate The Bewdley School will provide records or invite candidates to a meeting to 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

Certificates

Certificates, when received from the awarding body, will be issued to candidates by arranging a collection time from the school for each student.

Internal appeals procedure

The Bewdley 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 sharing this information on email and 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 (This summer, as candidates' grades are protected and will not go down as a result of an appeal, the collection of candidate consent may not be deemed mandatory, although as good practice consent would confirm that a candidate is aware that an appeal is being submitted on their behalf)
- 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

The Bewdley 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 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 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 appeal should be submitted by:

- Completing the internal appeals form in writing to the Head of Centre via Exams Officer Mrs Dianne Bridges (dbr@bewdley.worcs.sch.uk)
- Appeals should be made as early as possible and in the time frame to meet the internal deadline of 3rd September to then meet external deadline for appeals of 17th September

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 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:

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

Complaints and appeals log

All queries / appeals are assigned a reference number and logged by Exams Officer using this document the outcome and outcome date is also recorded.

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date