



GUISELEY SCHOOL

Summer 2020 Results and Appeals process

Approved on:	August 2020
Last Reviewed:	August 2020
Review Date:	November 2020
Governors' Committee:	Curriculum and Policy
Responsible Officer:	Deputy Headteacher – Curriculum

Role	Name(s)
Head of centre	Paul Clayton Head of Centre
SLT members	Steve Vasey Deputy Head teacher, Paul Carney Deputy Head teacher, Kristy Cook Assistant Head teacher Stuart Gadd Assistant Head, KS5, Cathy McGirr Assistant Head, Rachel Probert Assistant Head
Exams officer	Ray Allen

August 2020

Information for Centre

Results and Appeals

Centre assessment grades and rank orders

Guiseley School:

- will not divulge provisional (centre assessment) grades, nor rank orders, with candidates or parents/carers before the issue of results; GCE- 13 August 2020 GCSE - 20 August 2020
- 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
- If a student wishes to know their Centre Assessment Grade & Ranking for a subject(s) after the release of results, they must put a request in writing to the Exams Officer Mr R Allen via info@guiseleyschool.org.uk

Final grades

Guiseley School will:

- issue results in accordance with the centre's *Information for Candidates - Results, Appeals and Certificates* document (detailed on page 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)

Guiseley School will:

- ensure candidate results are e-mailed via students school e-mail accounts on results day.
- dispatch hard copy candidate results by first class post to arrive with candidates on results day.
- the above arrangements will be confirmed in writing to students in advance of results day(s).
- 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

Guiseley 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 sharing the appeals policy and process on the Guiseley 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.

Internal appeals procedure

Guiseley 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) Guiseley School will provide records detailing:

- Teachers used their professional experience to make a fair and objective judgement of the grade they believed a student would have achieved had they sat their exams this year.
- In order to reach a fair grade teachers considered the full range of available evidence - including non-exam assessment; the results of any homework assignments and any other records of student performance over the course of study.
- Teachers then provided a rank order of students within each grade.
- Teachers were fully supported during this process by their Heads of Department. All centre assessed grade were then reviewed and checked for accuracy by Senior Leaders before finally being signed off by the Head of Centre and submitted to the relevant 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: VTQ, Covid-19 Conditions and Requirements](#)

Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

Guiseley School has submitted provisional (centre assessment) grades and rank orders 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 Yr13 Students will receive their results to their school e-mail address for which login details have been provided. Yr13 Students will receive a hard copy of their results by first class mail on the morning of the 13/08/2020.
20/08/2020	GCSE and other Level 1/2 qualifications Yr11 Students will receive their results to their school e-mail address for which login details have been provided. Yr11 Students will receive a hard copy of their results by first class mail on the morning of the 13/08/2020.

Arrangements for results day(s)

Students should have received a personalised letter detailing the arrangements for receiving results on results day.

Concerns about your results

At results time, Ofqual have provided 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.

Concerns reference publications – Ofqual

<https://www.gov.uk/guidance/your-results-what-next>

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

<https://www.gov.uk/government/publications/student-guide-to-appeals-and-malpractice-or-maladministration-complaints-summer-2020>

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

Awarding bodies will also likely provide information for students about results. Guiseley 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 Guiseley 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 Mr P Clayton (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 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 Guiseley School in calculating their centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body

Certificates

Certificates, when received from the awarding body, will be issued to candidates who are attending in the sixth form November 2020 onwards. School leavers can collect the award certificates from The Exams Office from November 2020 onwards. Certificates will be held for 12 months after which time they will be confidentially destroyed.

Autumn 2020 Exam series

The autumn series will be available for young people for whom it was not possible to issue a grade or who wish to improve grades based on taking an exam. Students will be informed of the deadline to make entries for this series on results day. Entry fees will be payable by the student or parent. The timetable will run as follows:

- GCE AS and A-level examinations start on Monday 5 October and finish on Friday 23 October. 6
- GCSE examinations start on Monday 2 November and finish on Monday 23 November.

Internal appeals procedure

Guiseley 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 as detailed on page 5 of this policy document - *Information for candidates – Results, Appeals and Certificates*
- 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

Guiseley 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 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
- not to appeal to the awarding body

An internal appeal should be submitted by:

- By either completing and submitting the Summer 2020 Appeals Form in this 2020 results and appeals policy to Mr R Allen, Examinations Officer on info@guiseleyschool.org.uk no later than 7 days after the publication of A Level or GCSE examination results.
- The appellant 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:

- Where applicable the centre will request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body.
- Where applicable the centre will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals.
- Any fee which may be charged by the awarding body for a preliminary appeal, must be paid by the appellant.

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

