



# **GUISELEY SCHOOL**

**Summer 2020**

## **Results and Appeals process**

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

<b>Role</b>	<b>Name(s)</b>
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:

- 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

#### Final grades

Guiseley 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)

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 Ofqual/JCQ/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
- if a candidate is concerned that any reasonable adjustments were not taken into account when the centre determined their CAG, discuss this with the candidate
- submit an appeal to the awarding body on behalf of a candidate or candidates where it is believed:
  - the centre itself made an administrative error when submitting centre assessment grade (CAG) or rank order information to the awarding body. Rank order information was vital to support standardisation, but any change to a candidate's position in the rank order would not change the candidate's CAG.
- collect consent from a candidate before any appeal is submitted to the awarding body

Guiseley School cannot appeal against the CAG that they decided was correct at the point of submitting it to the awarding body, and for which the head of centre submitted a declaration to confirm that in the centre's judgement this was the grade the students were most likely to have received had the exams gone ahead.

Guiseley School confirms that

- the decision to issue candidates with the higher of their CAG or their calculated grades means that a route to appeal on the grounds of mock exam results is not available. Mock exam results were part of the evidence the centre took into account when determining CAGs for candidates.
- if candidates or others have concerns about bias, discrimination or any other factor that suggests that the centre did not behave with care or integrity when determining the CAG and/or rank order information they should normally raise these concerns with the centre, in the first instance; or they could take their concerns to the relevant awarding body if this was the more appropriate route
- where there is evidence, Ofqual require awarding bodies to investigate such allegations as potential malpractice or maladministration as such allegations would be very serious, and Ofqual expect them to be rare

### **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

- 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 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

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.

#### 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](http://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)
- **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](http://www.gov.uk/government/publications/student-guide-to-post-16-qualification-results-summer-2020)
- **National Careers Service Exam Results Helpline** [www.gov.uk/careers-helpline-for-teenagers](http://www.gov.uk/careers-helpline-for-teenagers)

Awarding bodies will also 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 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

### **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 by as detailed on page 5-6 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 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
- 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 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

- 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](mailto: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.

The appellant will be informed of the outcome of the 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:

