



LONGBENTON HIGH SCHOOL

Summer 2020 COVID-19 Results and Appeals process

Information for Candidates**Results, Appeals and Certificates****Centre assessment grades and rank orders**

Longbenton High 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 and certificates, final grades will be reported in the same way as in previous years.

Final grades will be issued on results days 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(s)

Many schools have decided to send results home to students via email this year. We feel it is important to invite you into school in person on both results days. We have the space to do this whilst observing social distancing and will be able to have the same processes in place as we have through the summer term to minimise contact and avoid risk regarding Covid-19. Students in Year 11 and Year 13 had an abrupt end to their studies and therefore it will be great to be able to see you again in person and offer any advice on the day as we normally would. You will be able to talk to your teachers, although we would ask you to maintain social distancing at all times.

- Results will be available for collection from 8am.
- We would like you to come into the school building through:
 - The café doors on A Level results day if you are in Y13
 - The café doors for Year 11 with surnames A-L on GCSE results day
 - The dining doors from the Year 7 yard for Year 11 with surnames M-Z on GCSE results day
- Tables will be spaced out throughout the café and dining area for you to pick up results.
- You will exit the school building through the Communicate doors back onto the main yard.
- You may be asked to queue on the yard, socially distanced, before entering the building.
- You will need to arrive to collect results on your own. If parents wish to discuss results further, they will be able to make a telephone appointment by calling the main school office.

- If you have Covid-19 symptoms, or there is someone in your house who does, please do not come to the school building. Contact the school office who will discuss your results collection with you.
- You should plan your travel to school carefully, minimising contact and maintaining social distancing.
- Please avoid congregating in large groups and please do not gather at the entrance to the school site at the gate or near any doors. This is to keep our staff and yourselves safe.

If you are unable to collect your results in person and need to make other arrangements, please contact Ms Smith, our exams officer. Any results that are not collected will be posted out.

Concerns about your results

At results time, Ofqual have provided information² 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*³ 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/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>

³<https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies will also likely provide information for students about results. Longbenton High 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 Longbenton High School to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint using the complaints and appeals form available via the exams section of the school website 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 Longbenton High School in calculating your centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body (unless a private candidate)

Certificates

Certificates, when received from the awarding body, will be issued to candidates from November 2020. An announcement will be made on the school website when they are ready for collection.

Internal appeals procedure

Longbenton High School will:

- inform candidates of the arrangements for appeals prior to the issue of results via the Exams Section of the 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 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

Longbenton 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 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 appeal should be submitted by

- completing and submitting an **internal appeals form** available from the Exams section of the school website within 5 working days of results day

The appellant will be informed of the outcome of the appeal within 5 working days of receipt of the appeals form

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. Fees information will be provided by the school
- 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.