



Summer 2020 Results and Appeals process

Results and Appeals

Centre assessment grade and rank orders Hagley Catholic High School:

- will not divulge provisional (centre assessment) grades, nor rank orders, with candidates or parents/carers before the issue of results
- 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
- will reveal centre assessment grades and rankings after the issue of results if requested by a candidate via their school email account to exams@hagleyrc.worcs.sch.uk by 4th September 2020.

Final grades

Hagley Catholic High School will:

- issue results in accordance with the centre's *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)

Hagley Catholic High School will:

- organise results day(s) 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 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

Hagley Catholic High 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 email, signposting to the relevant area of school website

- 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

Hagley Catholic High 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) Hagley Catholic High School will provide records detailing:

- 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)
- a summary of the evidence and data used to make objective and professional judgements
- confirmation of the process for head of centre sign-off and submission of the declaration to awarding bodies

Reference publications

Ofqual

[Awarding qualifications in summer 2020](#)

Decisions on exceptional arrangements for assessment Qualifications and the Advanced Extension Award	0 GCSEs, AS, A levels, Extended Project
Decisions on exceptional arrangements for assessment qualifications	0 Vocational, technical and other general
Extraordinary regulatory framework: Ge Requirements	D-19 Conditions and
Extraordinary regulatory framework: VTQ, Covi	d-19 Conditions and Requirements

Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

Hagley Catholic 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 (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 day(s)

Key Stage 5 Results:

- Year 13 Awarded Grades for Level 3 qualifications will be available for collection from School from 8am on Thursday 13th August 2020. Only one parent or other adult is permitted to attend school with each student.
- Awarded grades are to be collected from the Main Hall or Gym as directed on the morning.
- The Hall and Gym will operate a one-way system. Entrance to the gym will be via the PE entrance and exit via the side exit of the gym. Entrance to the Hall will be via the Chapel entrance and exit via the Main reception doors.

- Members of the Sixth Form Pastoral Team and Mrs Shattock will be available to support students with concerns over their grades and subsequent University, Apprenticeship or employment pathways immediately after the publication of results or via email (reception@hagleyrc.worcs.sch.uk)
- The field will be available for students to meet and gather to discuss, share, celebrate their outcomes following social distancing guidelines and expectations.
- Year 12 Awarded Grades in Health and Social Care, IT, Applied Science and Certificate in Criminology will be emailed out to students' school email addresses by 9am on Thursday 13th August 2020.
- Year 12 students expecting grades in GCSE English and/or Maths will have their grades emailed to them on Thursday 20th August from 9am.

Any Year 13 student that is not able to collect their awarded grades on Thursday 13th August 2020 can email, via their school email, exams@hagleyrc.worcs.sch.uk requesting that either the grades are emailed to them or to give authority for another adult to collect the awarded grades. If another adult does come to collect the awarded grades then proof of identity is necessary.

Key Stage 4 Results:

All Awarded Grades for Level 1 and Level 2 qualifications will be emailed out to Year 11 via their school email accounts from 9am on Thursday 20th August 2020.

There will be additional communications via email regarding offers for Sixth Form provision and inviting some students in for appointments from 11am, on results day, with members of the Sixth Form Pastoral Team and/or Mrs Shattock (Careers Advisor) to support students with their Post 16 pathways, especially if the awarded grades mean students have not met entry criteria for the subjects they chose for Hagley Sixth form.

The Senior Leadership will be available after publication of results via email (reception@hagleyrc.worcs.sch.uk)

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 Helpline³ 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. Hagley Catholic 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 a member of the Senior Leadership Team 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 Senior Leadership Team 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 Hagley Catholic High 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 are verified and available for collection from reception. A signature is required. Certificates may be collected from reception on behalf of a candidate by a third party, provided they have been authorised to do so and bring a letter of consent from the candidate as well as a form of ID.

Internal appeals procedure

Hagley Catholic High 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 email, signposting this information document to the relevant area 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

Hagley Catholic 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 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:

- completing and submitting an **internal appeals form** to the centre.
- all requests should be made by Monday 7th September 2020

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:

- 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
- the centre will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals
- Should the awarding body make any charges to process the appeal, these fees would have to be paid in full by the student prior to the case being taken further

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

- 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

FOR CENTRE USE ONLY	
Date received	
Reference No.	

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

