

# **Summer 2020 Results and Appeals process**

**July 2020**

## Information for Centre

### Results and Appeals

#### Centre assessment grades and rank orders

Writhlington and Mendip Studio 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

#### Final grades

Writhlington and Mendip Studio School will:

- issue results in accordance with the *Information for Candidates - Results, Appeals and Certificates* document. *See later*
- 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)

Writhlington and Mendip Studio 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

Writhlington and Mendip Studio 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 communication from the centre
- 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 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**

Writhlington and Mendip Studio 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

If issues cannot be resolved then a further appeal can be made to the MAT

Any such request should be made to the MAT PA ([scrane@msnpartnership.com](mailto:scrane@msnpartnership.com))

The matter will then be considered by senior officers of the MAT

### **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) Writhlington and Mendip Studio School and MSN Sixth will explain.

Teachers determined estimated grades based on substantial work/ assessments completed.

Each subject teacher then rank ordered students by their class.

Senior leadership provided a grade profile showing the distribution of grades for each individual subject for the last three years.

Subject Leaders moderated grades across classes within a subject and established a rank order by each individual grade.

Subject leaders compared these CAG grade profiles against the grade profiles from the last three years, to check that the cohort was approximately in line with previous progress made.

Senior Leadership team moderated the moderation process to ensure it was fair and robust and that the resulting CAG grade profiles were appropriate for the subjects.

Heads of Centre reviewed the CAGs of each individual subject looking for any overly generous or severe grades that had been awarded, and reviewed the process with the subject leader to ensure that there was evidence of assessment tracking and moderation occurring. This ensured any unconscious bias was avoided.

- Newly qualified teachers were monitored during this process and their grades moderated.
- Evidence used to make objective and professional judgements varied across subjects but usually included internal class assessments, mocks, modules submitted to exam boards and other substantial graded work.
- Where a cohort was taught across several teachers in a subject area, a single grade and the rank order was reached through dialogue and moderation of the data and evidence available.

- Any conflicts of interest were identified results in the Head of Subject moderating a wider range of evidence and data used.
- At every point, any CAGs and rank order submitted were done with at least two people involved to allow cross-checking for accuracy.
- the Head of Centre signed off each subject as part of the submission to the awarding bodies. At present, no errors were reported by any awarding body.
- There was only one incidence of an exam board contacting the centre. this subsequently turned out to be a letter that was sent to the centre in error. The exam board has confirmed that there was no error in the centre's submission.

## **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

Writhlington and Mendip Studio School has submitted provisional (centre assessment) grade(s) and rank order(s) to the relevant awarding body in accordance with the Ofqual guidance<sup>1</sup> on *Awarding qualifications in summer 2020* and in line with the awarding body instructions.

<sup>1</sup> <https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>

**Please note that this guidance is to be updated following changes in process from the DFE.**

#### 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)

The results will be available there from 8am in the morning. Due to data restrictions it will need to be students that access Insight and not parents. Log on to Insight using the username and password you would normally use to log in on the school site and see the exams tab. If you cannot see this tab or access the portal it is important that you let us know by contacting us, for Year 13 Ms Grainger (01761 402280) or for Year 11 main reception on (01761 433581).

#### For exam result queries

Please contact the Writhlington School main reception on (01761 433581) where you will be directed to a member of staff who can assist you.

#### For Destination queries

##### Year 13

On results day, there will be a Google Meet open all day on your year group Google Classroom and you will be able to speak to Ms Grainger there who will then either arrange for one of the Sixth Form Team to get in touch or to arrange an on-site appointment for you. Alternatively we are still contactable by phone on 01761 402280.

If you have applied to university, we recommend that you check the UCAS website first thing. This will tell you whether you have been accepted by the firm or insurance universities before you receive your results. Assistance will be available to students who need to go through Clearing in school. Please join the Google Meet on the Classroom on the date to access support. Mrs Pascoe, Head of Careers, will be available on the day to provide support and guidance if needed.

## Year 11

On results day, there will be a Google Meet open all day on the Year 12 - preparation for Sixth Form google classroom and you will be able to speak to Ms Grainger there who will then either arrange for one of the Sixth Form Team to get in touch or to arrange an on-site appointment for you. Alternatively you can contact us as always on 01761 402280.

The Sixth Form team will be available to discuss Sixth Form options with students. Mrs Pascoe, Head of Careers, will also be available for those who need extra guidance / support for their next steps.

## Concerns about your results

At results time, Ofqual will be providing 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*<sup>2</sup> 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.

<sup>2</sup> <https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies will also likely provide information for students about results. Writhlington and Mendip Studio 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 Writhlington and Mendip Studio 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 the Headteacher's PA at [slock@writhlington.org.uk](mailto:slock@writhlington.org.uk) 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
- 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 Writhlington and Mendip Studio 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 of Writhlington and Mendip Studio School will be issued to candidates at a school event later in the Autumn Term and details of this will be confirmed in September, by post if a payment is made to the school or by an arranged collection date and time with the specific centre.

## Internal appeals procedure

Writhlington and Mendip Studio 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.
- This information will be issued to candidates and their parents in writing during the results week with the details of how to access results using Insight, how to appeal and collect certificates. This documentation and this process will also be published on the school's 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

Writhlington and Mendip Studio 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** by 10th September 2020 (5 working/calendar days) prior to the centre's internal deadline for submitting a request for an appeal

The appellant will be informed of the outcome of the appeal in writing once the appeal is complete.

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 via Parentpay by the appellant before the appeal is submitted to the awarding body (fees are available from the exams officer)
- 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.

## Internal appeals form

Summer 2020 awarding

FOR CENTRE USE ONLY	
Date received	
Reference No.	

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

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:


