

**Summer 2020 Examinations**

**Results and Appeals process**

**July 2020**

Information for Centre

Results and Appeals

**Centre assessment grades and rank orders**

Valence 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 provide details of CAGs and rank order upon request to individual candidates.

**Final grades**

Valence 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)**

Valence School will:

* inform candidates of the arrangements in place for 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**

Valence 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 publishing information on the school’s 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**

Valence 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) Valence School can provide records in relation to the process deployed in calculating centre assessment grades and ranking of all candidates, following the guidance set by Ofqual and the processes determined by the awarding bodies.

**Reference publications**

**Ofqual**

[Awarding qualifications in summer 2020](https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020)

[Decisions on exceptional arrangements for assessment and grading in 2020](https://www.gov.uk/government/consultations/exceptional-arrangements-for-exam-grading-and-assessment-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](https://www.gov.uk/government/consultations/exceptional-arrangements-for-assessment-and-grading-in-2020?utm_source=049ee424-bdda-4655-af18-b43aab0c29af&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) Vocational, technical and other general qualifications

[Extraordinary regulatory framework: General Qualifications, COVID-19 Conditions and Requirements](https://www.gov.uk/government/publications/extraordinary-regulatory-framework-general-qualifications-covid-19-conditions-and-requirements)

# [Extraordinary regulatory framework: VTQ, Covid-19 Conditions and Requirements](https://www.gov.uk/government/publications/extraordinary-regulatory-framework-vtq-covid-19-conditions-and-requirements)

Information for Candidates

Results, Appeals and Certificates

**Centre assessment grades and rank orders**

# Valence 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 day(s) in August as follows:

|  |  |
| --- | --- |
| **Date** | **Qualification type** |
| 13/08/2020 | GCE AS Level |
| 20/08/2020 | GCSE, Cambridge Technicals L2, BTEC L2 and ELC |

**Arrangements for results day(s)**

* Results will be emailed to the student’s school email address shortly after 8am on 13th and 20th August. Leavers can have their results emailed to their personal email address if this is provided to the school by the end of term.
* Students who have completed a qualification will receive a phone call after 10am to discuss results and/or options that may be available to them.
* A printed statement of results and information about results, appeals and certificates will be sent by First Class post to the student’s home address after 8am on results day.

**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*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.

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

Awarding bodies will also likely provide information for students about results. Valence 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 the Exams Officer, **Carmen Marston** 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 Vice Principal, **Matt Strange**, 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:

If a candidate has concerns about how grades were arrived at they should talk to the Exams Officer, Carmen Marston, [cmarston@valence.kent.sch.uk](mailto:cmarston@valence.kent.sch.uk) about their options.

* A candidate can ask the school to check whether it made a mistake when submitting data to the awarding body (If Valence finds it made a mistake in the data it provided it can ask the awarding body to correct it)
* The school can appeal to the awarding body on a candidate’s behalf if it believes the exam board made a mistake when it communicated a candidate’s grade
* A candidate cannot challenge the school 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 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 Valence 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 sent by First Class Recorded post to the student’s home address we have on your school information system.

**Internal appeals procedure**

Valence 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 issuing this *Information for candidates – Results, Appeals and Certificates* document
* appeal to an awarding body on a candiate’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 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 college) that an appeal has been submitted to an awarding body

Valence 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 candiate’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 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

Arrangements for an internal appeal are as follows:

* completing and submitting an Internal Appeals Form to the school by 24th August 2020 for GCS AS Level
* completing and submitting an Internal Appeals Form for the school by 28th August 2020 for GCSE and Cambridge Technicals
* 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, Valence school 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, Valence School will submit an appeal on the candidate’s behalf to meet the awarding body’s deadline for appeals
* where applicable, Valence school will pay the fee that may be charged by the awarding body for a preliminary appeal.

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| **Internal appeals form**  Summer 2020 awarding | FOR CENTRE USE ONLY | |
| Date received |  |
| Please tick box to indicate the nature of your appeal and complete all white boxes on the form below | 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 Principal to the timescale indicated in the internal appeals procedure

**Complaints and appeals log**

Valence school will assign a reference number and log all complaints/appeals on receipt. Outcomes and outcome date are also recorded.

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| --- | --- | --- | --- | --- |
| Ref No. | Date received | Complaint or Appeal | Outcome | Outcome date |
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