



The Judd School
Summer 2020
Results and Appeals process

20th August 2020

Information for Centre

Results and Appeals

Centre assessment grades and rank orders

The Judd 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 issue centre assessment grades upon request.

Final grades

The Judd 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. Information will be available on the Judd School website.

Arrangements for results day(s)

The Judd School will:

- email students results from 8:00am on results days
- ensure senior members of centre staff are available/accessible to candidates with whom a result/results may be discussed. Details on the booking process will be circulated with results.
- prepare information for candidates showing their options if they have concerns about their results
- signpost candidates to relevant Ofqual and/or awarding body information, links of which will also be found on the school website

Arrangements for appeals

The Judd 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
- 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 (see appendix 1).

Students will be required to complete an Appeals Request form (Summer 2020) which can be found on the Judd School Website / under Student Life / Exams / Appeals and Complaints by 1st September.

The school will make the appellant aware of their decision by 4th September.

Internal appeals procedure

The Judd 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

Please complete Internal Appeals form (Summer 2020) which can be found on the Judd School Website / under Student Life / Exams / Appeals and Complaints by 7th September.

How centre assessment grades and rank orders were determined

Each subject department discussed in depth and agreed upon the most appropriate CAG for each student according to the guidelines laid down by Ofqual. This process is not eligible for appeal.

Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

The Judd School has submitted provisional (centre assessment) grade(s) and rank order(s) to the relevant awarding body in accordance with the Ofqual guidance 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)

Results will be emailed from 08.00am onwards and candidates and centre staff will be available/accessible with whom a result/results may be discussed.

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>

If you have a concern about a grade you have been awarded, you will be able to complete a google form, the link to which will be signposted with your results. You will be able to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- discuss your grade with a member of staff and the implications for you future

- raise a complaint 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
- discuss the opportunity to resit 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 exam board 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
 - o not to seek any information the awarding body holds that would be needed for an appeal; and/or
 - o not to appeal to the awarding body

Certificates

Certificates, when received from the awarding body, will be issued to candidates and if the situation allows the Judd School will hold a presentation event. Skinners Day for A Levels is planned to be on 4th January 2021, whilst GCSEs will have their own event at school.

Internal appeals procedure

The Judd 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.
- 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 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

The Judd 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 completing an Appeals Request Form (Summer 2020) by 1st September. The appellant will be informed of the school's decision, in writing, on whether to proceed by 4th September. The appellant may challenge the school's decision not to appeal by completing Internal Appeals form (Summer 2020) and submitting this by 7th September.

All appeals must be submitted to the exam board by the 17th September.

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 for by the centre.
- if the appeal is upheld by the awarding body, this fee will be refunded by the awarding body to the centre.

APPENDIX 1



AQA City & Guilds CCEA OCR Pearson WJEC

Appeals, June 2020 examination series

Candidate consent form

Information for candidates

The following information explains what may happen during the appeals process.

If your school or college submits an application for an appeal on your behalf after your subject grade has been issued, there are three possible outcomes:

- Your original calculated grade is lowered, so your final grade may be lower than the original grade you received.
- Your original calculated grade is confirmed as correct, so there is no change to your grade.
- Your original calculated grade is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the appeal, you must sign the form below. (This can be an electronic, handwritten or typed signature.) This tells the head of your school or college that you have understood what the outcome might be, at any stage of the appeals process, and that you give your consent to the appeal being submitted.

Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title)

.....
.....

I give my consent to the head of my school or college to start the appeals process for the subject(s) listed above. In giving consent I understand that the appeals process could lead to my final calculated subject grade being lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: **Date:**

This form should be retained on the centre's files for at least six months following the outcome of the appeal.