



## Results and Appeals Process Summer 2020

### Centre assessment grades and rank orders

Colfe's 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
- after the issue of results, will, if requested to do so in writing by the candidate via [resultsenquiries@colfes.com](mailto:resultsenquiries@colfes.com), share information including:
  - the centre assessed grade submitted to the board;
  - the evidence that was used to decide the grade, and the marks obtained by the candidate for each piece of evidence;
  - the candidate's position in the rank order of candidates at the centre.
- withhold such information from candidates only if the school has reasonable grounds to believe that sharing such information risked a data breach under the terms of the Data Protection Act 2018 by enabling the candidate to infer confidential information about the performance of other candidates. For example, the school would not share a candidate's position in a rank order if it believed that doing so risked enabling the candidate to infer the rank order position of other candidates.

### Final grades

Colfe's School will:

- issue results in accordance with the *Information for Candidates - Results, Appeals and Certificates* document
- signpost candidates (and parents/carers) to information provided by key stakeholders via a Frequently Asked Questions document at the time final grades are issued to support their understanding of the grades awarded

### Arrangements for results day(s)

Colfe's 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 staff are available and 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**

Colfe's 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 issuing a Frequently Asked Questions document and inviting enquiries via [resultsenquiries@colfes.com](mailto:resultsenquiries@colfes.com)
- 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
  - the school can evidence standardised grades are lower than expected because previous cohorts are not sufficiently representative of this year's students, for example where the grades of unusually high ability students been unfairly affected by the statistical standardisation model used by an exam board because they fall outside the pattern of results in that centre in recent years, or there is evidence to suggest a change in staffing at the school makes relying on historic results unreliable.
- collect consent from a candidate before any appeal is submitted to the awarding body.

## **Internal appeals procedure**

Colfe's 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) Colfe's School will provide records detailing:

- the process deployed for each subject in calculating centre assessment grades and ranking of all candidates within each grade.

- a summary of the evidence and data used to make objective and professional judgements
- the standardisation process where a cohort was taught across several teachers in a subject area
- the review and check for accuracy undertaken as part of the internal sign-off process for each subject

To respond to any queries, challenges or internal appeals from a candidate (or their parent/carer) Colfe's School provides the following details:

- Special consideration
  - Parents were contacted and asked to advise school if there were any circumstances that we should take into consideration that we were not already aware of before centre assessed grades were calculated
  - A committee of senior staff and pastoral leaders reviewed the circumstances of each candidate who would normally have qualified for such dispensation. We aimed to replicate the process that exam boards would normally use; if the candidate's circumstances would normally have triggered an adjustment to their mark, we ensured that equivalent adjustments to marks were made consistently for each qualification the candidate had entered before we submitted grades to the exam board.
- Conflicts of interest
  - A senior member of staff who was not involved in the calculation of centre assessed grades was asked to review the centre assessed grades and rankings for all candidates in the qualification which included a candidate who had a conflict of interest
- Head of centre sign-off
  - Once all centre assessed grades and ranking were entered into the awarding bodies submission systems by the Examinations Officer, the Head of Centre met with the Examinations Officer to check the grades entered, to submit the grades and complete the required declarations.
- Any errors reported by an awarding body after the submission of information and details of how these were resolved
  - No errors were reported to us by any of the awarding bodies we use

# Information for Candidates

## Results, Appeals and Certificates

### Centre assessment grades and rank orders

Colfe's 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>

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 BTEC Level 3 Creative Digital Media Production
20/08/2020	GCSE

### Arrangements for results day(s)

Please refer to the letters sent out previously by Mr Drury and Mr Rogers about the results day arrangements.

### 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. Colfe's 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 Colfe's 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 Colfe's School 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 exam board 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
  - the school can evidence standardised grades are lower than expected because previous cohorts are not sufficiently representative of this year's students, for example where the grades of unusually high ability students been affected by the statistical standardisation model used by an exam board because they fall outside the pattern of results in that centre in recent years.
- 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 Colfe's 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. All candidates still attending Colfe's School will be able to collect them from Miss Roberts, Examinations Officer. For all candidates who have left Colfe's School certificates will be posted to their home address via recorded delivery.

## Internal appeals procedure

Colfe's 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 the this appeals policy and the Frequently Asked Questions document
- 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

Colfe's 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

- The Internal Appeals Form should be completed and submitted to the centre via emailing [resultsenquiries@colfes.com](mailto:resultsenquiries@colfes.com) by Wednesday 09 September 2020 [5 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 by Monday 14 September 2020 which is the before the awarding bodies deadline of Thursday 17 September 2020.

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 will be added to the candidate's next fee bill or taken from their school deposit, if they have now left the school, unless the candidate is in receipt of a full bursary or the centre deemed it appropriate to pay the fees involved.

- 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 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

<b>Name of appellant</b>		<b>Awarding body</b>	
<b>Candidate Name (if different to appellant)</b>		<b>Subject</b>	

**Please state the grounds for your appeal below;**

Candidate Signature:

Date:

Parent Signature:

Date:

**This form must be signed, dated and returned to the Examinations Officer, Miss H Roberts, on behalf of the Head of Centre to the timescale indicated in the relevant appeals procedure, via the email [resultsenquires@colfes.com](mailto:resultsenquires@colfes.com). All form received will receive an acknowledgement email.**

