



Sir William Ramsay School

EMPOWERING EVERYONE TO ACHIEVE



Sir William Ramsay School Summer 2020 Results and Appeals Process

20th August 2020 V.3

General information for candidates (and parents/carers)

Results and Appeals

Centre assessment grades and rank orders

Sir William Ramsay 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 assessed grades and/or rankings after the issue of results if requested by a candidate from their school email address.

Final grades

Sir William Ramsay 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 at the time final grades are issued to support their understanding of the grades awarded.

<https://www.gov.uk/government/publications/student-guide-to-post-16-qualification-results-summer-2020>

Arrangements for results day(s)

Sir William Ramsay 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
- 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.

<https://www.gov.uk/guidance/your-results-what-next>

<https://www.gov.uk/government/publications/student-guide-to-appeals-and-malpractice-or-maladministration-complaints-summer-2020>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903953/Summer_2020_grades_for_GCSE_AS_and_A_level_Extended_Project_Qualification_27072020.pdf

Arrangements for appeals

Sir William Ramsay 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
- 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 (collecting prior consent from a candidate) 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.

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) Sir William Ramsay School may 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
- the standardisation process where a cohort was taught across several teachers in a subject area
- how any conflicts of interest were managed
- the review and check for accuracy undertaken as part of the internal sign-off process for each subject
- confirmation of the process for head of centre sign-off and submission of the declaration to awarding bodies
- any errors reported by an awarding body after the submission of information and details of how these were resolved.

Specific information for candidates (and parent/carers)

Results, Appeals and Certificates

Centre assessment grades and rank orders

Sir William Ramsay 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.

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

Awarding bodies are putting these grades through a standardisation. 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, A Levels) and other Level 3 qualifications
20/08/2020	GCSE and other Level 1/2 qualifications

Arrangements for results day(s)

Please see letters sent to candidates/parents via Schoolcomms on 20 July 2020.

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* 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.

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

<https://www.gov.uk/guidance/your-results-what-next#support-phonelines>

Awarding bodies will also likely provide information for students about results. Sir William Ramsay School will signpost you to any relevant information at results time.

<https://www.ocr.org.uk/news/cambridge-technicals-and-cambridge-nationals-students-to-receive-centre-assessment-grades/>

<http://view.ocrml.pearson.com/?qs=cae58abad90dfc0683754cec3020e309bee902ee7ba39ae66d03a541b6e86d5fbe41a28ffd4a33a8cc9e4dfa4a25385a01483186d5fece36950364dead5485197e77b60be9c1a6817241aceld1b518cf>

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 Sir William Ramsay 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 by Christmas at allotted collection times from the school reception.

Internal appeals procedure

Sir William Ramsay 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 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
- provide information about the opportunity to take an exam in the autumn series or in summer 2021 (note there are very tight entry deadline dates – see below).

<https://www.jcq.org.uk/jcq-announces-examination-dates-for-the-autumn-2020-series/>

Sir William Ramsay 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.

Stage 1 of the internal appeals procedure

If you have a concern about a grade you have been awarded, you can ask the Exams Officer smeakings@swr.school via email from your school email address to:

- provide you with your centre assessment grade and ranking
- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint with the Exams Officer 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.

Stage 2 of the internal appeals procedure

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 from Stage 1:

- 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.

If you wish to appeal against the outcome of the Stage 1 internal appeal outcome or have concerns of any other nature regarding your exam results then an appeal should be submitted by completing and submitting a **Stage 2 internal appeal form** by **9am on Monday 7 September 2020** to the Exams Officers email address smeakings@swr.school . Any Stage 2 internal appeal forms which are submitted after the deadline will not be actioned.

The appellant will be informed of the outcome of the Stage 2 appeal within 7 school days.

Stage 2 internal appeal form

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.
- Concerns of any other nature regarding your exam results.

Name of appellant		Awarding body	
Candidate name if different to appellant		Qualification level and subject	

This form must be signed, dated and returned to the Exams Officer by 9am on Monday 7 September 2020. Any Stage 2 internal appeal forms which are submitted after the deadline will not be accepted

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:

