

Information for Candidates

**Results Days, Retakes,
Appeals and Certificates**

Summer 2020

Centre assessment grades and rank orders

Alperton Community 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.

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.

Ofqual have released a [short video](#) to explain these processes.

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 at the Ealing Road site on results days 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

Coronavirus (COVID-19)

DO NOT come to school if you, or someone in your household, is displaying symptoms of coronavirus (COVID-19). The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

DO make sure you **clean your hands** thoroughly more often than usual. You will be expected to sanitise your hands on entry to and exit from the school.

Ensure good respiratory hygiene by using the **'catch it, bin it, kill it'** approach

The school has introduced **enhanced cleaning procedures**, including cleaning frequently touched surfaces often with appropriate chemicals.

Students will be expected to **maintain social distancing** in order to minimise contact between individuals wherever possible.

Due to social distancing arrangements, parents will not be allowed to accompany students on site on results days.

In line with current Government guidelines, students in school will not need to wear face coverings. Where possible, students should walk or cycle to school. If travelling by public transport, please remember to leave more time than normal for your journey and remember to wear a face covering.

13th August: A Level and Level 3 Results Day at EALING ROAD

We are not permitted to release examination results before 08.00am.

All students **MUST** enter the building through Main Reception at Ealing Road
In order to maintain social distancing, results will be released at the following times:

Time	8.00am	8.30am	9.00am	9.30am
Surname	A - E	F - K	L - P	Q - Z

Students need to bring their own pen and digital devices e.g. chromebook and mobile phone.

Ms Zaraat, Mr Bakrania, Ms Maan and members of the Senior Leadership Team will be available to support candidates. A representative from [Prospects](#) (Careers Service) will also be on available.

If you are **unable to attend on the day**, please email Ms Zaraat and Ms Maan and let us know why you are unable to attend and the best telephone number to contact you.

20th August: GCSE and Level 1/2 Results Day at EALING ROAD

All students **MUST** enter the building through Main Entrance at Ealing Road
In order to maintain social distancing, results will be released at the following times:

Time	9am	10am	11am	12pm	1pm
Form	I1N & I1S	I1P & I1T	I1Q & I1V	I1R & I1X	LS6, LS7, LS8

NPQR will collect results from the Hall; STVX will collect results from the Sports Hall.

Students need to bring their own pen and mobile phone.

Ms Rufo, Mr Bakrania, Ms Maan and members of the Senior Leadership Team will be available to support candidates. A representative from [Prospects](#) (Careers Service) will also be on available.

If you are **unable to attend on the day**, please email Ms Zaraat and Ms Maan and let us know why you are unable to attend and the best telephone number to contact you. This is especially important to make sure you do not lose your place in the Sixth Form because we have not heard from you.

Concerns about your Results

Ofqual have provided a [student guide](#)² that sets out how grades have been calculated this year and the options available if you believe the result was not properly produced, including access to appeal. The *National Careers Service Exam Results Helpline*³ offers advice for students who have not received the results they had hoped for.

Exam Results Helpline Telephone: 0800 100 900 nationalcareers.service.gov.uk
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Ofqual has also made 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. Telephone: 0300 303 3344.

Awarding bodies are also likely to provide information for students about results. We will signpost you to any relevant information at results time.

If you have a concern about your grades

If you have a concern about a grade you have been awarded, you can ask Mr Bakrania (Examinations Manager) to:

- Check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- 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. You will need to collect the appropriate form Ealing Road Reception. You will also need your parent's consent to submit this form.

Mr Bakrania will be based at the Ealing Road site during August 2020. You should also refer to the [Ofqual Student Guide](#) for more details.

Certificates

Candidates will be able to collect examination certificates from the Examination Office at Stanley Avenue from **January 2021**. Certificates will not be given to anyone other than the candidate. Certificates will not be posted. Therefore, you will need to come in and collect them. Please contact Mr Bakrania (Examinations Manager) if you believe there are exceptional circumstances we need to consider regarding these arrangements.

Alperton Community School is only obliged to keep certificates for a period of one year after results are issued. If candidates do not collect their certificates within this time then they will have to make a direct application to the appropriate examination board for them. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. We therefore urge all candidates to collect their certificates between January and April 2021 and make sure they are stored safely.

Retaking Examinations in the Autumn Term 2020

Please note, we are not able to offer extra tuition to help you prepare for the autumn examinations and the School will not pay for any retake examinations. The only exception will be students who did not achieve a grade 4 or above in English and/or maths and are studying in the Sixth Form at Alperton Community School.

Requests for an Autumn retake must be made in writing by completing the resit request form and returning it to Mr Bakrania by **Thursday 20 August for GCE subjects and Thursday 27 August for GCSE subjects**. The form to make this request can be found on the school website under the exam information section. You must state which subjects you wish to be considered for as well as outline the reason for the retake.

The GCSE fees are £60 per subject and GCE fees are £150 per subject.

Please note that late requests will not be accepted. Mr Bakrania will reply to you providing further details about making entries and payments. Late or staged payments will not be accepted.

Appendix: Internal Appeals Procedure

Alperton Community School will:

- 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

Alperton Community 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

- by completing and submitting an **internal appeals form by 4th September 2020**
- The appellant will be informed of whether an appeal has been formally made to the exam board by **14th 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 charged for an appeal. The fees must be paid to the centre 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.

References

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

² <https://www.gov.uk/guidance/your-results-what-next>

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

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

³ <https://www.gov.uk/careers-helpline-for-teenagers>