



Your **G**ateway to **S**uccess  
A **personalised** journey



# Shevington High School

## Summer 2020

### Results and Appeals process

## 2020

**DATE REVIEWED:**

**August 2020**

**SHEVINGTON HIGH SCHOOL**

Headteacher: Mr J Grant

Shevington Lane, Shevington, Wigan, WN6 8AB

Tel: 01257 400990

Website: [www.shevingtonhigh.org.uk](http://www.shevingtonhigh.org.uk) Email: [enquiries@shevingtonhigh.org.uk](mailto:enquiries@shevingtonhigh.org.uk)



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## Information for Centre

### Results and Appeals

#### Centre assessment grades and rank orders

Shevington High 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 only reveal centre assessed grades and ranking if requested by the candidate via their school email address.

#### Final grades

Shevington High 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

#### Arrangements for results day(s)

Shevington High 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
- 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

Shevington High 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 messages via intouch and information on social media and the school 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**

Shevington High 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) Shevington High School will 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)
- the support given to any newly qualified teachers in grading and ranking students
- 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
- teachers used their professional experience to make a fair and objective judgement of the grade they believed a student would have achieved had they sat their exams this year. Teachers considered the full range of available evidence – including non-examination assessment, PPEs, records of student performance over the course of the study, homework assignments. Teachers then provided a rank order within each grade. Teachers were fully supported throughout the process by the heads of departments and head teacher. The grades were then reviewed by the subject leader and signed off by the head teacher.

## **Reference publications**

### **Ofqual**

[Awarding qualifications in summer 2020](#)

[Decisions on exceptional arrangements for assessment and grading 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](#) Vocational, technical and other general qualifications

[Extraordinary regulatory framework: General Qualifications, COVID-19 Conditions and Requirements](#)

[Extraordinary regulatory framework: VTQ, Covid-19 Conditions and Requirements](#)

## Information for Candidates

# Results, Appeals and Certificates

### Centre assessment grades and rank orders

Shevington High 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
20/08/2020	GCSE and other Level 1/2 qualifications

### Arrangements for results day(s)

Shevington High School will send results via intouch to students' school email addresses. This will be at 8am for year 11 and 10am for year 10. Staff members who will be present have given their availability and email address, which has been display on our website and also on social media. All results and appeal information can be found on our website and students' have been informed of this via intouch.

### Concerns about your results

At results time, Ofqual have provided information<sup>2</sup> 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>3</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/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>

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

Awarding bodies will also likely provide information for students about results. Shevington High 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 Shevington High 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 Mrs Z Hames 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:

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 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

### **Certificates**

Certificates, when received from the awarding body, will be issued to candidates on Awards Evening Ceremony in November. This will be reviewed regularly due to COVID. They will also be available from the main school office from December 2020. Candidates will receive notification of the full arrangements prior to December 2020, if the Awards Ceremony does not go ahead.

## Internal appeals procedure

Shevington High 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 *Information for candidates – Results, Appeals and Certificates* notice/document and making information available on the school website.
- 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

Shevington High 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 and returning the attached form before the 5<sup>th</sup> September 2020.

The appellant will be informed of the outcome of the 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, 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 by the centre
- if the appeal is upheld by the awarding body, this fee will be refunded by the awarding body to the centre]

## Internal appeals form

Summer 2020 awarding

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
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 head of centre to the timescale indicated in the internal appeals procedure



## Complaints and appeals log

[Insert your centre's process on the use of this log, for example - On receipt, all complaints/appeals are assigned a reference number and logged. Outcome and outcome date is also recorded.]

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date



