

		<b>Policy No. B</b>
<b>Policy Title</b>	Results and Appeals Policy	
<b>Associated Policies</b>	GDPR and Data protection Freedom of information publication scheme Examination Handbook	
<b>Managed by</b>	Abigail Boddy	

## Northampton School for Girls - Results and Appeals Centre Statements 2020

### Centre assessment grades and rank orders statement

Northampton School for Girls:

- 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

Once the exam boards have published final grades, (13<sup>th</sup> August 2020 for A-Level and 20<sup>th</sup> August for GCSE) Northampton School for Girls will respond to any queries, challenges or internal appeals from a candidate.

### Final grade publication statement

Northampton School for Girls will:

- issue results in accordance with the centre's *Examination Information for Candidates and Parents*
- 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
- organise results day(s) and inform candidates of the arrangements in place for the collection of their results
- ensure senior members of centre staff are available/accessible to candidates with whom a result 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 statement

Northampton School for Girls 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 sending a letter home
- 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 (**Appeal i**)
  - the awarding body made a mistake in the operation of the standardisation model where the wrong data was used to calculate results (**Appeal i**)
  - the awarding body made an administrative error in the issuing of results (**Appeal i**)
- collect consent from a candidate before any appeal is submitted to the awarding body.

**Internal appeals procedure statement**

Northampton School for Girls will provide a process for a candidate to appeal against any decision the centre may make internally:

- not to seek from the awarding body any information the awarding body holds that would be needed for an appeal (**Appeal iia**)
- not to appeal to the awarding body (**Appeal iib**)

In addition, Northampton School for Girls to respond to any queries, challenges or internal appeals will provide records detailing

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

**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](#)

Northampton School for Girls – Results, Appeals and Certificates Information for Candidates 2020

**Centre assessment grades and rank orders**

Northampton School for Girls has submitted provisional (centre assessment) grades and rank orders 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. Therefore, though the rank order of candidates will not be changed the final grades candidates receive may be different to the centre assessment grade.

**Final grades**

On candidate statements of results (the results slip) 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 2 qualifications

**Arrangements for results day(s)**

Results can be collected from 8.30am from the theatre foyer. All Year 11 and 13 students have received an electronic letter outlining the collection process. Social distancing and safety measures will be in place. Senior members of staff will attend both results days to support the arrangements, answer questions and signpost support and guidance

**Concerns about your results**

Ofqual will provide 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 as results are published. Awarding bodies will also likely provide information for students about results at this time. 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>

If you have a concern about a grade you have been awarded, you can ask the school to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body (**Investigation a**).
- 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 (**Investigation b**)
- seek any information the awarding body holds in relation to how your final grade was calculated (**Investigation c**)

The school will also provide you with specific 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

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

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 Northampton School for Girls in calculating their centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body

**Certificates**

- Certificates, when received from the awarding body, will be issued to candidates on the dedicated collection afternoons of 3<sup>rd</sup> and 15<sup>th</sup> December 2020, these will need to be collected and signed for from reception.

### Internal appeals procedure

Northampton School for Girls 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 this *Information for candidates – Results, Appeals and Certificates* 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 (**Appeal i**)
- 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

### Northampton School for Girls 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 may 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
- not to appeal to the awarding body

### Process and Key Dates

#### A candidate may request an internal investigation to:

- check whether an error was made when submitting their centre assessment grade and rank order to the awarding body - **Investigation a - must be submitted to Helen Barker, Exams Officer hbarker@nsg.northants.sch.uk**.
- raise a complaint if they feel they have evidence of bias or that they were discriminated against - **Investigation b - must be submitted to Paul Smith, Assistant Head Teacher psmith@nsg.northants.sch.uk** (A candidate 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 their final grade was calculated - **Investigation c must be submitted to Helen Barker, Exams Officer hbarker@nsg.northants.sch.uk**

*The submission date for all internal investigations and appeals by the school is the 10<sup>th</sup> September 2020*

#### The school may:

- submit 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) **Appeal i and will be identified by Abigail Boddy and submitted by Helen Barker, Exams Officer hbarker@nsg.northants.sch.uk**
  - the awarding body made a mistake in the operation of the standardisation model where the wrong data was used to calculate results **Appeal i and will be identified by Abigail Boddy and submitted by Helen Barker, Exams Officer hbarker@nsg.northants.sch.uk**

- the awarding body made an administrative error in the issuing of results is an **Appeal i and will be identified by Abigail Boddy and submitted by Helen Barker, Exams Officer hbarker@nsg.northants.sch.uk**

**A candidate may make an internal appeal when the centre:**

- does not seek from the awarding body any information the awarding body holds that would be needed for an appeal **Appeal iia and must be submitted to the governing body via Karen Bright Clerk to the Governors clerk@nsg.northants.sch.uk**
- not to appeal to the awarding body **Appeal iib and must be submitted to the governing body via Karen Bright Clerk to the Governors clerk@nsg.northants.sch.uk**

The candidate will be informed of the outcome of the internal 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:

- The centre will request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body
- The centre will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals

# Results and Appeals Policy (and Procedure) Summer 2020

## Internal Investigations and Appeals form (Summer 2020 awarding only)

FOR CENTRE USE ONLY	
Date received	
Reference No.	

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

### Investigations

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body - **Investigation a - must be submitted to Helen Barker, Exams Officer**).
- 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 Is an **Investigation b - must be submitted to Paul Smith, Assistant Head Teacher**)
- seek any information the awarding body holds in relation to how your final grade was calculated - **Investigation c must be submitted to Helen Barker, Exams Officer**)

### Internal Appeals:

- appeal when the centre does not to seek from the awarding body any information the awarding body holds that would be needed for an appeal. **Appeal iia and must be submitted to the governing body via Karen Bright Clerk to the Governors**
- appeal against the schools decision not to appeal to the awarding body is an **Appeal iib and must be submitted to the governing body via Karen Bright Clerk to the Governors**

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:

Please ensure this form is returned, signed and dated to the identified member of staff on behalf of the head of centre, within the timescale indicated in the appeals procedure.

We suggest this form be submitted electronically to the identified staff

[hbarker@nsg.northants.sch.uk](mailto:hbarker@nsg.northants.sch.uk)

[psmith@nsg.northants.sch.uk](mailto:psmith@nsg.northants.sch.uk)

[clerk@nsg.northants.sch.uk](mailto:clerk@nsg.northants.sch.uk)

**If you choose not to submit this form electronically you will need to obtain a submission receipt from Mrs Barkers at the Exams Office.**

## Results and Appeals Policy (and Procedure) Summer 2020

### [Appeals log](#)

On receipt, all investigations and appeals are assigned a reference number and logged.

Ref No.	Date received	Investigation or Appeal type	Outcome	Outcome date

Last review date	July 2020
Agreed by	Full Governing Body
Next review date	July 2021 (Full Governing Body)