

**Summer 2020  
Results and Appeals  
process**



## **Information for Centre**

### **Results and Appeals**

#### **Centre assessment grades and rank orders**

Truro High School:

- will not divulge rank orders, with candidates or parents/carers before the issue of results
- understands that any inappropriate disclosure of rank order information before the issue of results will be investigated by awarding bodies as potential malpractice

#### **Final grades**

Truro High School will:

- issue results in accordance with the centre's *Information for Candidates – Results and Appeals Process* document

#### **Arrangements for results day(s)**

Truro High School will:

- organise results day 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

#### **Arrangements for appeals**

Truro 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
- provide candidates with a statement of the arrangements promptly when requested
- 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)
- collect consent from a candidate before any appeal is submitted to the awarding body.

#### **Internal appeals procedure**

Truro 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) Truro 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 if applicable
- 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 if applicable
- 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 if applicable

### **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

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

## Information for Candidates

### Results, Appeals and Certificates

#### Centre assessment grades and rank orders

Truro High School has submitted 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. 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 and A Level qualifications
20/08/2020	GCSE and other Level 1/2 qualifications

#### Arrangements for results day(s)

Candidates will be invited in to collect their results. Parents will be asked to wait outside the School grounds. Results will be distributed in different areas dependent on your year/tutor group. You will be informed of this prior to results day. Information regarding appeals and the Autumn resit series will be included in the results envelopes. Members of Senior Leadership will be available to speak to candidates who need further advice.

#### Concerns about your results

If you have a concern about a grade you have been awarded, you can ask the exams department 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 Matthews 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
- 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 calculating a centre assessment grade

A candidate cannot:

- appeal directly in any respect to the awarding body

## Certificates

Candidates or their representative with written authority from the candidate can collect them from reception once they are available by the awarding body.

## Internal appeals procedure

Truro High School will:

- inform candidates of the arrangements for appeals and the accessibility of senior members of centre staff immediately after the publication of results by, by issuing this *Information for candidates – Summer 2020 Results and Appeals Process* document 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.
- 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

Truro High School will not:

- 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.

An internal appeal may be submitted to the centre where a candidate (or 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

An internal appeal should be submitted by:

- completing and submitting an **internal appeals form** to the centre by 10 working prior to the deadline (17<sup>th</sup> September) for submitting a request for an appeal

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:

- where applicable, the centre will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals

- the centre may charge the appeals fee to the candidate in line with the usual policy

## 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 to an awarding body on a candidate's behalf if it believes the centre itself made an error when submitting a centre assessment grade.

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

On receipt, all complaints/appeals are assigned a reference number and logged. Outcome and outcome date is also recorded

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