



# **Borden Grammar School Summer 2020 Results and Appeals Process**

**July 2020**

## **Information for Centre**

### **Results and Appeals**

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

Borden Grammar 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 assessment grades and rankings after the issue of results if requested by a candidate via their school email account to the Mrs Francis (examinations officer) [pjf@bordengrammar.kent.sch.uk](mailto:pjf@bordengrammar.kent.sch.uk) by 1st September 2020. All request will be dealt with after 1st September 2020. (replies will be posted). Ranking can only be disclosed if their disclosure does not indicate the rankings of other candidates (in the case of small entry subjects).
- **Final grades**

Borden Grammar School will:

- issue results in accordance with the centre's *Information for Candidates - Results, Appeals and Certificates* document (detailed on pages 4-6)
- 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)**

Borden Grammar 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**

Borden Grammar 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
- provide candidates with a statement of the arrangements promptly when requested
- make candidates aware of the arrangements in place for appeals prior to the issue of results on the school's website by publishing this policy.
- 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**

Borden Grammar 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, Borden Grammar School will provide:

- 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
- confirmation of the process for head of centre sign-off and submission of the declaration to awarding bodies

#### **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

Borden Grammar School 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. 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, A Levels) and other Level 3 qualifications
20/08/2020	GCSE and other Level 1/2 qualifications

#### Arrangements for results day(s)

- A-Level, Thursday 13 August (a letter has been sent to all students with this information).

A level results will be available for collection in school from 9.30am. Due to the current restrictions we will allocate collection times as follows;

- 09.30 – 10.00 13 AB/KC
- 10.00 – 10.30 13 KB
- 10.30 – 11.00 13 LW
- 11.00 – 11.30 13 NO
- 11.30 – 12.00 13 SW

Students must arrive during their allocated time and access the school through the East door and head to the school hall where results will be distributed. If any students are not able to attend on 13 August they should bring in a stamped, addressed envelope to the school office and their results slips will be posted home. Alternatively, if a student is unable to collect their results on the day they can be collected by a family member during the allocated time. This family member must have with them a letter of consent signed by the student stating the name and address of the person collecting the results. This person must also bring identification with them to confirm these details.

No results will be given out over the telephone. Students will be able to log into their UCAS track account before arriving in school to find where they have been placed as normal. If a student is put into clearing or wishes to go through clearing in order to secure a University place, Mr Brinn and other members of staff will be on hand to help with this process.

- GCSE, Thursday 20th August (a letter has been sent to all students with this information).

GCSE results will be available in the Hall and members of the Leadership Group will be available for one to one appointments to discuss post 16 options. Students will enter the Hall via the entrance on the outside of the school near to the water fountain, collect results in the Hall, exit into the quad and leave via the East door.

- 09.30-9.50 11AMW
- 09.50-10.10 11CH
- 10.10-10.30 11NW
- 10.30-10.50 11CA
- 10.50-11.10 11EC
- 11.10-11.30 11PJR

If a student is unable to collect their results on the day they can be collected by a family member during the specified time slot. However, this family member must have with them a letter of consent signed by the student stating the name and address of the person who will be collecting their results and the person collecting their results must bring with them identification which includes their address. Under GDPR rules we are unable to give results out over the telephone or via email. Students wishing to have results posted home should drop a stamped, addressed envelope into the school office before the end of term on Wednesday 22nd July.

### **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*<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>

Awarding bodies will also likely provide information for students about results. Borden Grammar 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 Borden Grammar 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 the Senior Leadership Group 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:

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 Borden Grammar School 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 as follows:

- **A-Level:** students will be invited back to school on 8<sup>th</sup> January 2021 to collect their certificates - **TBC**
- **GCSE:** students will be presented with certificates during a special school presentation assembly on 10<sup>th</sup> December 2020 – **TBC**

### **Autumn 2020 Exam series**

- The optional autumn series will be available for young people for whom it was not possible to issue a grade or who wish to improve grades based on taking an exam.
- Students will be informed of the deadline to make entries for this series on results day. Entry fees will be payable by the student or parent.
- The timetable will run as follows:
  - GCE AS and A-level examinations start on Monday 5 October and finish on Friday 23 October.
  - GCSE examinations start on Monday 2 November and finish on Monday 23 November.

## **Internal appeals procedure**

Borden Grammar 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 making the information available on the school's website (this 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
- 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

Borden Grammar 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 may be submitted to the centre where a candidate 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.
- all requests should be made by Monday 7th September 2020
- 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
- Should the awarding body make any charges to process the appeal, these fees would have to be paid in full by the student prior to the case being taken further

## 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

