



Blenheim

# Results and Appeals Process Summer 2020

[www.blenheim.surrey.sch.uk](http://www.blenheim.surrey.sch.uk)

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## Information for Centre - Results and Appeals

### Centre assessment grades and rank orders

Under the Data Protection Act 2018, students have the right to find out what information schools and colleges store about them, and therefore, ultimately, students will have the right to access the Centre Assessed Grades (CAGs) and rankings within each subject in relation to the Summer 2020 awarding process.

Blenheim High School:

- will not divulge provisional (centre assessment) grades, nor rank orders, with candidates or parents/carers before the issue of results (13 August or 20 August)
- 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
- Centre assessment grades (CAG) will be made available upon request after the issue of results
- Centre 'Rank' information will not be made available to students

### Final grades

Blenheim High School will:

- issue results in accordance with the centre's *Information for Candidates - Results, Appeals and Certificates* document (detailed on pages 6-7)
- 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)

Blenheim 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/contactable to candidates with whom a result/results may be discussed
- prepare information for candidates showing their options if they have concerns about their results in their results pack
- 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

Blenheim 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 publishing this document on the school's website, referring to them in a pre-recorded video about results day that will be sent to all students prior to results day, and providing all relevant information as a pack in their results envelope
- 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
- Follow the schools appeals procedure set out below and in figure 1

### **Internal appeals procedure**

Blenheim 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 *Information for candidates – Results, Appeals and Certificates* notice/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 candidates school 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

Blenheim 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 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

An internal appeal should be submitted by:

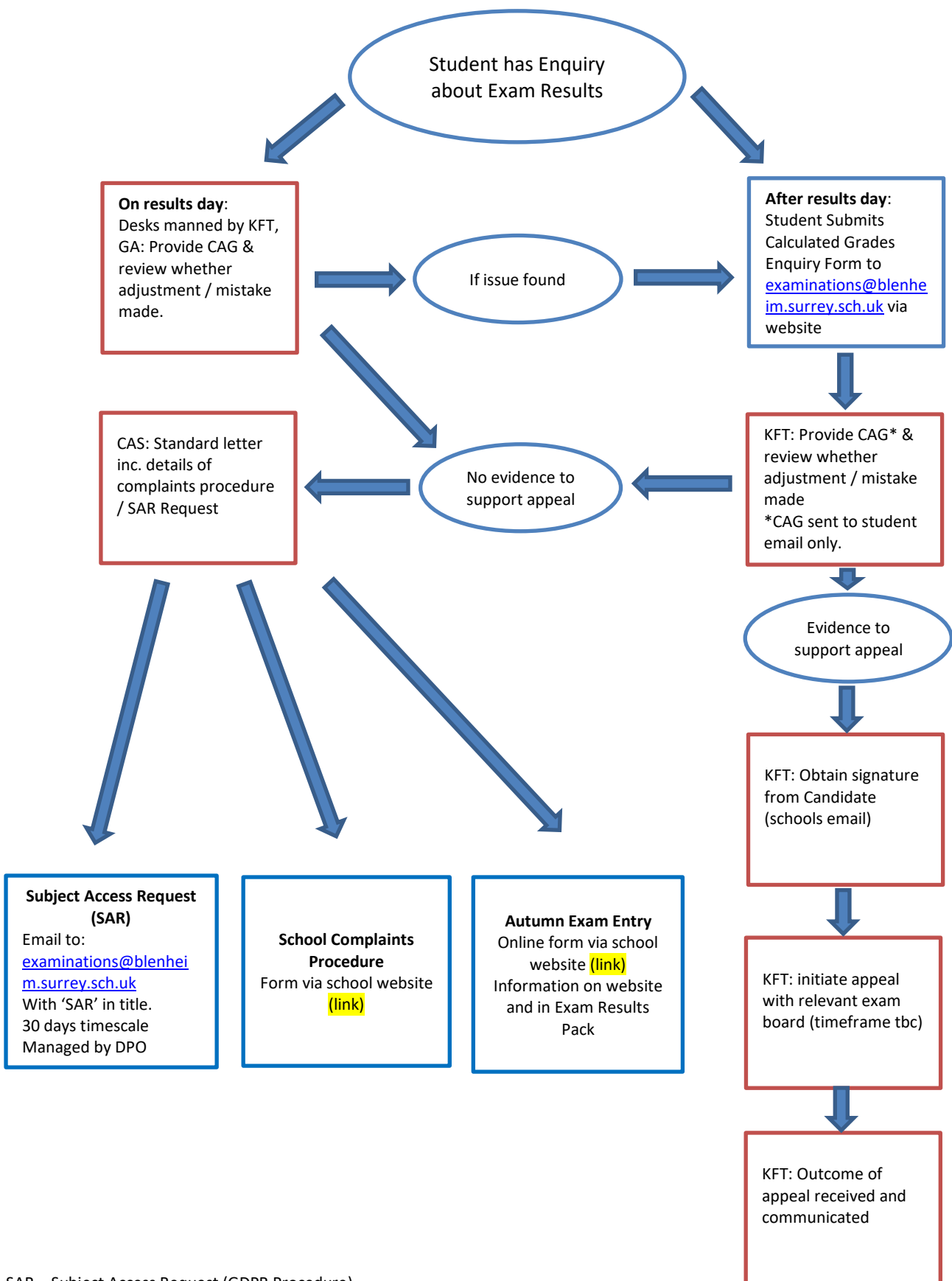
- completing and submitting an **internal appeals form** to the [examinations@blenheim.surrey.sch.uk](mailto:examinations@blenheim.surrey.sch.uk) by [DD] September 2020 [X working/calendar days] prior to the centre's internal deadline for submitting a request for an appeal)

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 request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body
- where applicable, the centre will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals
- Fee's that may be charged by the awarding body for a preliminary appeal, any centre fee that may be charged etc. will be passed on to the candidate

**Figure 1. The Appeals Process**



SAR = Subject Access Request (GDPR Procedure)

## Information for Candidates - Results, Appeals and Certificates

### Centre assessment grades and rank orders

Blenheim High 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 9am	GCE A Levels and other Level 3 qualifications (BTEC)
13/08/2020 10:30am	GCE AS Level
20/08/2020 9am	GCSE and other Level 1/2 qualifications (BTEC, Technical Awards)

### Arrangements for results day(s)

Please refer to 'Results Day Letter 2020\_Year 11; Results Day Letter 2020\_Year 12; Results Day Letter 2020\_Year 13 and information on the school website for details about results days <insert link>.

### 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. Blenheim 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 the Exams Officer to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint with via the school complaints procedure 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 <link>
- 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 Blenheim High 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 in December 2020. Certificates will need to be collected from the school's Main Reception in person as they will need to be signed for. If you wish to nominate another person to collect and sign for them on your behalf, you must contact the Exams Officer to inform them of this. Time and dates for the collection of certificates will be sent in a letter to your home nearer the time.

### **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) Blenheim High School can confirm that the following process was undertaken to determine centre assessed grades (CAG) and rank for each student:

- Subject teachers reviewed the evidence base to award a CAG per student, using Ofqual and JCQ guidance
- Subject teachers awarded CAG for their groups and input this as data in to the schools Management Information System (MIS)
- CAG was then analysed at the whole school level
- Heads of Departments (HoD) compiled all student CAG's for their subjects and reviewed
- HoDs and teaching staff reviewed CAG's for those students with approved exam access arrangements, Special Education Needs (SEN) or any special considerations / mitigating circumstances.
- CAG was then re-analysed at the whole school level
- HoDs reviewed CAG with their relevant line manager

- CAG was then re-analysed at the whole school level
- The Head of Centre (HoC) reviewed and checked accuracy as part of internal sign off process
- Ranking of whole cohort discussed and agreed by HoD and subject teachers
- Data input and submitted to relevant awarding bodies by Examinations Officer
- HoD reviewed and checked accuracy and verified grades providing a formal declaration
- HoC sign off and submission of the declaration to awarding bodies
- Errors reported by an awarding body after the submission of information investigated and resolved by the Examinations Officer

#### **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](#)

<https://www.jcq.org.uk/jcq-publishes-supplementary-information-on-validation-of-evidence-by-centres-for-private-candidates/>



## Internal appeals form

### Summer 2020 Exams

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



