

## Information for Candidates

### Results, Appeals and Certificates

#### Centre assessment grades and rank orders

Southborough 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	GCE (AS, A Levels) and other Level 3 qualifications
20/08/2020	GCSE and other Level 1/2 qualifications

#### Arrangements for results day(s)

Results will be available in the school hall for candidates to collect from 08.30am on results days. Candidates will be expected to be patient when collecting results as a limited number of people will be allowed in the hall at a time in order to adhere to social distancing guidelines. Please follow the one way system in place. Members of SLT will be available on results day to discuss results. Centre assessment grades and rankings can be requested by a candidate from the exams officer – a form will need to be completed for this request to be made formally. Appeals forms will be available from the exams officer.

#### 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. Southborough 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 Southborough 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 the exams officer LNA. 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 Southborough 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. Details will be given on results days.

### **Internal appeals procedure**

Southborough 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 directing them to relevant policies
- 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

Southborough 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 centre by 2nd September 2020
- The candidate will be informed of the outcome of the internal appeal when 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
- There may be a fee charged by the awarding body for a preliminary appeal. Candidates will be notified of any fees applicable before an appeal is submitted.