



Summer 2020

Results and Appeals process

Information for Centre

Results and Appeals

Centre assessment grades

Erdington Academy

- will not divulge centre assessment grades, with candidates or parents/carers before the issue of results
- understands that any inappropriate disclosure of centre assessment grades information before the issue of results will be investigated by awarding bodies as potential malpractice
- centre assessment grades will be issued on receipt of a Subject Access Request (SAR).

Final grades

Erdington Academy will:

- issue results in accordance with the centre's *Information for Candidates - Results, Appeals and Certificates* document (detailed on pages 4-5)
- 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

Erdington Academy 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
- 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

Erdington Academy 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 via the academy website and letter to parents
- 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 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

Erdington Academy 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 were determined

To respond to any queries, challenges or internal appeals from a candidate (or their parent/carer) Erdington Academy will provide the following information, where it exists:

- centre assessed grade for each relevant subject submitted to the examination board
- internal grades used to make judgements for the centre assessed grades

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

Erdington Academy has submitted centre assessment grades to the relevant awarding body in accordance with the Ofqual guidance¹ on *Awarding qualifications in summer 2020* and in line with the awarding body instructions.

¹ <https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>

For the reason of fairness, awarding bodies have put these grades through a standardisation process to ensure grading standards are consistent across all centres. 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 in August as follows:

Date	Qualification type
20/08/2020	GCSE and other Level 1/2 qualifications

Arrangements for results day

Results day will take place at Erdington Academy on **Thursday 20th August, 2020**. In order to observe safe social distancing, results will be released at set times during the morning. It is important that students only arrive at the times set out below. If students arrive early they will be asked to come back at the correct time.

- For students with surnames **A – F** results will be released from **9:00 – 9:30**
- For students with surnames **G – M** results will be released from **9:45 – 10:15**
- For students with surnames **N – Z** results will be released from **10:30 – 11:00**

When students arrive at school they should arrive via the school entrance on Kingsbury road, where they will be directed by staff to the result distribution point. After receiving their results all students will be asked to leave the school site via the exit on Croydon Road.

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*² 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.

² <https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies will also likely provide information for students about results. Erdington Academy will signpost any relevant information at results time.

If you have a concern about a grade you have been awarded, you can ask the Deputy Head, Andrew Wright, to:

- check whether an error was made when submitting your centre assessment grade to the awarding body
- 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
- provide information about the opportunity to take an examination 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 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
- appeal in respect of the process or procedure used by Erdington Academy in calculating their centre assessment grades
- appeal directly in any respect to the awarding body

Certificates

Certificates, when received from the awarding body, will be available for collection from the academy after 1st December. This must be done by the candidate, if you are unable to collect your certificates written authorisation must be given to the person collecting on your behalf. Certificates will be held for 12 months, after which time they will be confidentially destroyed.

Autumn 2020 Exam series

The autumn series will be available for students for whom it was not possible to issue a grade or who wish to improve grades based on taking an exam. If you wish to retake an exam please complete a retake form, found on school website. The deadline is 10th September.

The timetable will run as follows:

- GCSE examinations start on Monday 2 November and finish on Monday 23 November.

Internal appeals procedure

Erdington Academy 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* notice/document via the academy 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 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

Erdington Academy 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 if it does not believe an awarding body made a mistake when calculating, assigning or communicating a grade

An internal appeal should be submitted by:

- completing and returning the attached form before the 1st of 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:

- Erdington Academy will request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body
- Erdington Academy will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals. A fee may be charged for this service, by the Examination Boards.

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 of your appeal below:

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

