

St. Ninian's
SCOILL ARD



High School
NOO NINIAN

Results and Appeals process 2020

2019/20

POLICY/PROCEDURE	Results and appeals process 2020
Person(s) responsible for updating policy	Deputy Head Teacher in charge of Examinations
Date approved:	27 th July 2020
Date to be reviewed:	Every year
Status:	Statutory



Key staff involved in the policy

Role	Name(s)
"Head" of centre	Chris Coole
"Deputy" Head teacher in charge of Examinations	Tony Smith
"SLT" members	Angela Daugherty, Nick Dyson, Jo White, Kevin Smith, Rachel Withington, Suzanne Shimmin, Tony Smith
Exams Officers	Mark Kinvig Becky Smith



Information for Centre

Centre assessment grades and rank orders

SNHS

- 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 provide centre assessment grades when requested to by a candidate. This will be done through a request form and information will be issued as soon as is practicably possible (in most cases within a week)

Final grades

SNHS will:

- issue results in accordance with the exam board expectations
- signpost candidates (and parents/carers) to information provided by exam boards at the time final grades are issued to support their understanding of the grades awarded

Arrangements for results day(s)

SNHS will:

- organise results day(s) and inform candidates of the arrangements in place for the collection of/access to their results
- ensure appropriate 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

SNHS 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 letter and reference on web site



- 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.

Internal appeals procedure

SNHS 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

- Each subject teams followed exam board guidance for their subject and used previous forecast grades, examples of key pieces of work, and any prior internal or external assessments to determine a centre assess grades for each student along with a rank order.
- Subject leaders oversaw the process of standardisation, moderation and provided any support necessary for teaching staff.
- Centre assessment grades, and rank orders were collated, finalised and entered into a spreadsheet proforma provided by the school by subject leaders.
- Subject leaders reviewed their data in relation to their historic trend data. Any significant variant from trend data required further explanation/evidence.
- SLT line managers checked and signed off on subject data.
- Deputy head teacher i/c examinations and Assistant head teacher i/c student achievement collated all subject data and carried out a "student view" (longitudinal) and compared to historical trend data. Once signed off this was passed to head teacher
- Head teacher signed off
- Exam officers entered data into exam board portals when required
- Head teacher completed final exam board sign off



Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

SNHS has submitted provisional (centre assessment) grade(s) and rank order(s) to the relevant awarding body in accordance with the relevant guidance and in line with the awarding body instructions.

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
11/09/2020	iGCSE qualifications
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)

Cambridge iGCSE results are available from 07:00 on Tuesday 11th August 2020 through the exam board online portal. School has already emailed all students their log in details for the online portal. Please contact school if you have not received these details.

All other GCSE results are released at 09:00 on Thursday 20th August 2020. These are not accessible online and so will be printed for collection from upper site main hall.

In addition we will email each student a summary of all their exam results on Thursday 20th August. This will go to their @online.sch.im account.



Please note students will only be able to collect their own results. If you are unable to collect your results in person you may authorise someone else to collect them on your behalf. This authorisation must be in writing. Please note your results will NOT be supplied by telephone or email address that is not your school allocated email account.

Concerns about your results

Exam boards will use statistical models, developed by Ofqual (the exam board regulator), to look at things like historical data and the UK national picture, as well as the data from us, to issue final grades. This is really important as it makes the process as fair as it can be for everyone, by ensuring the same grading standards are applied for all schools and that grades remain comparable from one year to the next. If grading judgements in some schools appear to be more generous or severe than others, individual grades may be adjusted up or down to reflect that, here is an [infographic](#) to help explain the process.

If you have a concern about a grade you have been awarded, you can speak to a senior member of staff or the exams officers to:

- check whether an error was made when submitting your centre assessment grade and rank order 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
- 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

Members of staff who are not SLT nor exams officers will not provide CAGs or rankings to students, and will refrain from making qualitative or quantitative comments about how or whether grade results awarded differ from the CAGS submitted.

Senior staff, the pastoral team, exams officers and a wide range of subject staff will be in school on the 20th and 21st August to provide support, help and guidance about your next steps. This will be particularly useful if you any concerns about your results, or your onward pathway.



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 SNHS in calculating your centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body (unless a private candidate)

Certificates

When certificates are received from the awarding body, we will inform candidates that they can be collected. These must be signed for.

Internal appeals procedure

SNHS 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.
- appeal to an awarding body on a candidate's behalf if we believe the centre itself made an error when submitting a centre assessment grade or rank order information or if we believe 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



SNHS 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 can 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 and/or
- not to appeal to the awarding body

An appeal should be submitted by

- **Internal deadline TBC as we do not yet know appeals deadlines from exam boards**

The candidate will be informed of the outcome of the appeal as soon as a decision has been made.

