

Summer 2020 Examination Results and Appeals Procedures

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Information for Centre

Results and Appeals

Centre assessment grades and rank orders

Walton Academy:

- 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
- centre assessment grades and rankings will be issued after the issue of results if requested by a candidate

Final grades

Walton Academy will:

- issue results in accordance with the centre's *Information for Candidates - Results, Appeals and Certificates* document
- 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)

Walton Academy 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

Walton 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 by [insert how]
- 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

Walton 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 and rank orders were determined

To respond to any queries, challenges or internal appeals from a candidate (or their parent / carer) Walton Academy will provide details showing:

- 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) was as shown below -

<https://medium.com/@chrisbakerphysics/grade-allocation-advice-bb90f59bd9c2>

ASCL have also produced useful guidance around this process and another article that we have used to come to our decision is below:

<https://www.ascl.org.uk/ASCL/media/ASCL/Help%20and%20advice/Leadership%20and%20governance/Coronavirus-Guidance-regarding-centre-assessed-grades-for-summer-2020.pdf>

- support for newly qualified teachers in grading and ranking students -
All faculty areas used our consistent approach to the grading and ranking system. The process was done as a team and moderated together. Newly qualified staff were supported by their mentor, Head of Faculty and department throughout the process to ensure the process was followed accurately and consistently.
- below is a summary of the evidence and data used to make objective and professional judgements for centre assessed grades and rankings within each subject area—
 - Previous data point predicted grades
 - Internal assessment/classwork tracking
 - Complete assignments/non examined assessment
 - In complete assignments/non examined assessment
 - Class work/book work
 - Mock examination grades
 - Grades from complete units/exams/assignments
- the standardisation process where a cohort was taught across several teachers in a subject area -
The process we have followed allowed for all faculties to work together to ensure that a robust moderation and standardisation process was followed this included where classes have been taught by more than one member of staff. Professional conversations and discussions were held at every stage of the process to ensure an accurate and consistent approach.

- there were found to be no conflicts of interest involving staff and relatives within the current examination cohorts
- The timeline and procedures followed as an academy for the internal sign-off process is shown below for all Year 10, 11, 12 and Year 13 classes where CAG and ranking data was entered for a unit component or entire course -

| Stage | Action | Deadline | Stage completed |
|---------|--|--------------------------------------|-------------------------|
| Stage 1 | Subject leads complete stage one of the grade submission sheet. 1. Using all data on the sheet and internal tracking data to input most likely final course grade 2. Use all evidence you have to give each student a ranked position, there can be no shared rankings | Friday 1 st May – 15.00 | Signed: JLE 04.05.20 |
| Stage 2 | Class teachers complete stage two of the grade submission sheet: 1. Suggest any amendments to the grade given to your groups by the SL in the blue column on the sheet 2. Suggest any amendments to the ranking positions given by the SL to students in your group in the pink column | Thursday 7 th May – 15.00 | Signed: JLE 08.05.20 |
| Stage 3 | A faculty meeting is held which is led by the faculty leader. The faculty leader will go down the list of students one by one and stage 3 of the submission sheet is completed. 1. A clear final grade is given for each student in the red column 2. A clear final ranked position is given for each student in the orange column | Friday 15 th May – 15.00 | Signed: JLE 11.05.20 |

- The process we followed for checking of all data and confirmation of the process for head of centre sign-off and submission of the declaration to awarding bodies –

| Stage | Action | Deadline | Stage completed |
|--|---|---------------------|-------------------------|
| Stage 4 LT links check and sign off stage 3 data | <ul style="list-style-type: none"> • Subject leads ensure their LT links have a copy of stage 3 data • LT Links check and sign off stage 3 CAG/ranking • LT links send signed and dated spreadsheet to JLE | Friday 15 May 15.00 | Signed: JLE 15.05.20 |

| | | | |
|---|--|---|----------------------------|
| Stage 5 Data uploaded and series analysis created | <ul style="list-style-type: none"> JLE sends WWA all stage 3 data KS4/KS5 WWA uploads the data to 4Marix/SISRA/FFT WWA creates series analysis, comparison of last two years data | Tuesday 19 th May | Signed: JLE 18.05.20 |
| Stage 6 LT check of series analysis | <ul style="list-style-type: none"> LT check series analysis Series analysis shared with ML's Issues/concerns with data highlighted | Wednesday 20 st May | Signed: JLE 20.05.20 |
| Stage 6a Concerns/issues are looked at | <ul style="list-style-type: none"> LT links discuss any issues with relevant ML's Stages are repeated as required Data resubmitted to JLE | Thursday 21 th May 15.00 | Signed: JLE 20.05.20 |
| Stage 7 Data is sent to LWI | <ul style="list-style-type: none"> JLE to send data to LWI so it is ready for upload to exam boards from 1st June | Wednesday 27 th May 15.00 | Signed: JLE 27.05.20 |
| Stage 8 Data is uploaded to be sent to exam boards | <ul style="list-style-type: none"> LWI uploads the data for each subject and qualification onto the exam software | June 2 nd 15.00 | Signed: LWI 4/6/20 |
| Stage 9 Final check Sign off of all subject data | <ul style="list-style-type: none"> JLE/WTE to do final check of process/grades/rankings that have been submitted onto the system WTE to sign off submitted data for all subjects | Monday 8 th June 15.00 | Signed: JLE 8/6/20 |
| Stage 10 Signing of centre declaration | <ul style="list-style-type: none"> JLE/WTE/CSA to do final final check of process/grades/rankings that have been submitted on system WTE signs the Head of Centre declaration form | Wednesday 10 th June 15.00 | Signed: WTE 10/6/20 |

- any errors reported by an awarding body after the submission of information and details of how these were resolved –
Rankings 'missed' for some BTEC units - Awarding Body (AB) notified examinations manager (EM); EM checked and inputted missing rankings and resent to AB before deadline. Notification of receipt of spreadsheet received from AB to EM. Head of Centre then required to re-sign declaration form.

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

Walton Academy has submitted provisional (centre assessment) grades and rank orders 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 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 issued on results days by appointment only basis between 9.00am – 1.30pm to Year 13s and Year 11s. Results for Years 10 and 12 will receive their results via email to their school email address on published results days. Anyone unable to attend results days in person will request to receive results via email at least 72 hours before to the exams manager. Support will be available on both results days for students with members of the Senior Leadership Team.

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. Walton 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 a member of SLT to:

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

- raise a complaint with SLT 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 Walton Academy 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 Year 11 candidates during Achievement Evening on Thursday 12 November 2020. All Year 13 and any Year 11 students unable to attend Achievement Evening will then be able to collect their certificates by making a pre-booked appointment with the academy and the exams manager after 12 November 2020.

Internal appeals procedure

Walton 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 on the academy's website, WEDUC and social media platforms
- 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

Walton 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 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 01 September 2020 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:

- 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

Internal appeals form – deadline 1 September 2020

Summer 2020 awarding

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- ☐ 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

| FOR CENTRE USE ONLY | |
|---------------------|--|
| Date received | |
| Reference No. | |

| | | | |
|--|--|---------------------------|--|
| Name of appellant | | Awarding body | |
| Candidate name (if different to appellant) | | Qualification type | |
| Candidate number | | Subject | |

Please state the grounds for your appeal below:

If necessary, continue details overleaf

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams manager on behalf of the head of centre to the timescale indicated in the internal appeals procedure

Complaints and appeals log

On receipt, all complaints / appeals are assigned a reference number and logged. Outcome and outcome date is also recorded.

| Ref No. | Date received | Complaint or Appeal | Outcome | Outcome date |
|---------|---------------|---------------------|---------|--------------|
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