



Trinity Church of England School, Belvedere

Summer 2020 Results and Appeals process

July 2020

Information for Centre

Results and Appeals

Final grades

Trinity Church of England School 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(s)

Trinity Church of England 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/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

Centre assessment grades

Trinity Church of England School

- is not allowed to divulge centre assessment grades, with candidates or parents/carers before the issue of results.
- understands that any inappropriate disclosure of centre assessment grades or information before the issue of results will be investigated by awarding bodies as potential malpractice
- will provide the centre assessment grade on request by the candidate. Please email your request to exams@trinity.bexley.sch.uk

Arrangements for appeals

Trinity Church of England 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 emailing the Summer 2020 Results and Appeals Process and Internal Appeals Policy by the end of term
- provide candidates with a statement of the appeals 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

Trinity Church of England School 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 they hold 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

- Teachers produced grades and ranking for classes based on their knowledge of the students abilities drawn from;
 - Classwork
 - Homework
 - Pre-Public Examinations and
 - Assessments
- Departments met to moderate grades and create a departmental rank order.
- The data team used prior attainment and the periodical data entries for the year group along with historical data for the centre to model expected outcomes for the cohort.
- Department leaders completed forms with the rationale and justification for the centre assessed grades and ranking that had been awarded.
- Department leaders and their line managers reviewed the information in relation to the expected outcomes calculated by the data team. Where necessary revisions were made to the grades and rankings.
- The final centre assessed grades and rankings were submitted to and processed and checked by the data and examinations team.
- The subject leaders checked the grades and reported any errors to the data and exams team who made necessary changes.
- Members of the senior leadership team checked the grades and rankings once more, reporting any errors to the data and exam teams who made necessary changes.
- The head of centre checked each entry before the submission to the exam boards was made.

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

Trinity Church of England School has submitted centre assessment grades and rank orders to the relevant awarding body in accordance with the Ofqual guidance on *Awarding Qualifications in Summer 2020* and in line with the awarding body instructions.

<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)

Trinity Church of England School:

- will not release the examination results before 08.00am
- staff will be available/accessible with whom a result/results may be discussed. Include details of any other information the centre will make available to candidates or signpost candidates to on results day(s)
- will email a letter to every student who was entered for an exam in the Summer 2020 season before the end of the summer term – advising them:
 - whether they will have their results emailed or asked to collect (Year 10 and Year 12 will have their results emailed/Year 11 and Year 13 will be requested to collect their results from the school at a designated time)
 - of specific instructions relating to social distancing and safety measures the school has put in place. Advising students do not come into school should they be showing any symptoms and also notifying students that parents/carers will not be allowed on site

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.

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

Awarding bodies will also likely provide information for students about results. Trinity Church of England 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 discuss with a member of Senior Leadership Team or the Head of 6th Form on results day or contact the 6th form by emailing: sixthform@trinity.bexley.sch.uk 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 Head of Centre 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 Trinity Church of England School in calculating their centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body

Internal Assessment Appeals Policy

Trinity Church of England 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 email 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 (form can be found on the school website) 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

Trinity Church of England 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:

- 4th September or two weeks prior to the examination board's appeal's deadline (whichever is earlier)

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:

- Trinity church of England School will request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body.
- Trinity church of England School will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals.