

Public Examinations: Results and Appeals Process Summer 2020

Created: July 2020

Next Review: n/a

Committee: Teaching and Learning

This policy should be read in conjunction with the following policies: Public Examinations, Non-Examination Assessment, Freedom of Information, Data Protection & GDPR.

In what follows, *'the centre'* means JCoSS; *'the Head of Centre'* means the Headteacher; *'parent'* includes carers and legal guardians; *'CAGs'* stands for Centre-Assessed Grades; *'Awarding Bodies'* means exam boards.

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Centre assessment grades and rank orders

JCoSS:

- will not divulge Centre Assessed Grades (CAGs) or rank orders to candidates or parents before the issue of results
- understands that inappropriate disclosure of CAGs or rank order information before the issue of results will be investigated by awarding bodies as potential malpractice
- will issue CAGs and rank orders on request after results day, following a published procedure to be communicated to all candidates and parents

How centre assessment grades and rank orders were determined

Appendix 1 sets out the means by which JCoSS arrived at CAGs and produced rank orders. This document is published on the school website and will be sent to candidates to inform any decisions they make regarding any queries, challenges or internal appeals

JCoSS notes the existence and the contents of the following reference publications by Ofqual and has taken full account of them in its procedures:

- [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](#)

Final grades

JCoSS will:

- issue results by email in accordance with the published method sent to candidates and parents
- signpost candidates and parents to relevant information provided by awarding bodies and others when final grades are issued, to support their understanding of grades

Arrangements for Results Day

JCoSS will:

- organise Results Days and inform candidates of the arrangements in place for access to their results
- ensure senior members of staff are available to candidates for discussions about results
- provide information to candidates about their options if they have concerns about their results
- signpost candidates to relevant Ofqual and/or Awarding body information about how 2020 grades were calculated, and the options available if they believe their result was not properly produced, including access to appeal

Arrangements for appeals

JCoSS will:

- follow information provided by Awarding Bodies/Ofqual/JCQ in relation to the grounds of appeal on behalf of a candidate, or candidates
- make candidates aware of the arrangements in place for appeals, via a notice on the website and information emailed in advance of Results Day

- submit an appeal to the awarding body on behalf of a candidate or candidates where it is believed the centre itself made an administrative error when submitting centre assessment grade (CAG) or rank order information to the awarding body. Rank order information was vital to support standardisation, but any change to a candidate's position in the rank order would not change the candidate's CAG.
- obtain consent from a candidate before any appeal is submitted to the Awarding Body.

JCoSS cannot appeal against the CAG that they decided was correct at the point of submitting it to the awarding body, and for which the head of centre submitted a declaration to confirm that in the centre's judgement this was the grade the students were most likely to have received had the exams gone ahead.

JCoSS confirms that

- the decision to issue candidates with the higher of their CAG or their calculated grades means that a route to appeal on the grounds of mock exam results is not available. Mock exam results were part of the evidence the centre took into account when determining CAGs for candidates.
- if candidates or others have concerns about bias, discrimination or any other factor that suggests that the centre did not behave with care or integrity when determining the CAG and/or rank order information they should normally raise these concerns with the centre, in the first instance; or they could take their concerns to the relevant awarding body if this was the more appropriate route
- where there is evidence, Ofqual require awarding bodies to investigate such allegations as potential malpractice or maladministration as such allegations would be very serious, and Ofqual expect them to be rare

Internal appeals procedure

JCoSS will:

- provide a process for a candidate to appeal against any decision it makes either
 - 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
- 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 and information on the school website
- appeal to an Awarding Body on behalf of a candidate if we believe JCoSS itself made an error when submitting CAG or rank order information, or if we believe an Awarding Body made a mistake when communicating a grade
- ask the candidate to provide written informed consent (informed consent via candidate email is acceptable) before such an appeal is submitted, since the appeal could result in the final grade being lower than, higher than, or the same as the grade which was originally awarded
- 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

JCoSS will not:

- seek any information the Awarding Body holds that would be needed for an appeal if we do not believe a mistake was made by the Awarding Body when communicating a grade
- appeal to an Awarding Body on a candidate's behalf if we do not believe that errors were made by us or an Awarding Body when communicating a grade

An internal appeal may be submitted to JCoSS where a candidate (or their parent) believes there are grounds to appeal against our decisions. This appeal should be submitted by hand to the School Office for the attention of the Exams Officer, or emailed to results@jcss.barnet.sch.uk within 14 days of the results day. The school will respond within 14 days of receipt. These dates may be altered in light of further advice from Ofqual.

If the internal appeal is upheld by JCoSS, we will (as applicable):

- request information the Awarding Body holds that would be needed for an appeal within the time period set by the Awarding Body
- submit an appeal on the candidate's behalf to meet the Awarding Body's deadline for appeals
- reserve the right to pass on the cost of any fees charged by the Awarding Body

Appendix 1

Public Exam Grades – the JCoSS system for Summer 2020

Principles:

- I. We will operate a fair, rigorous and robust system to determine the most likely grades and rank order for students. It will combine a solid basis in evidence with mature professional judgment.
- II. This is not an opportunity to right the wrongs of the public exam system or address the inequalities of society, even though we know there are many of both.
- III. We endorse the guidance from ASCL given [here](#)
- IV. **The grades generated by the school process must not under any circumstance be shared with students or parents prior to the publication of official results.**
- V. We will treat final grades awarded by exam boards in the same way as normal public exam grades

Process

1. Class teacher provides a grade for each student, answering the question, “What would this particular student most plausibly have achieved if they were taking the exam?”
 - Grades should be evidence-based, but be as positive as possible given all you believe about the student’s capability.
 - Students peak at different times, often making rapid progress in the last few weeks, or doing better in exams than in anything before...all that needs factoring in.
 - Grades should take account of all SA data, internal/mock exams, coursework, class and home learning and NEAs (if handed in before school closure and within set deadlines). There is no need to do detailed marking of NEAs but we can take account of them in our judgments
 - Where a student has agreed Exam Access Arrangements (e.g. extra time) as detailed on the Student Support Register and used in mocks, assume these would have been in place - but not any one-to-one support from LSAs.
 - These are not ‘target’, ‘predicted’ or ‘forecast’ grades as normally understood. We need to minimise any inflationary effect, however well-meaning.
 - Initially, grades should be expressed as a number with a decimal to indicate ranking e.g. 7.0 – scraped a Grade 7; 5.9 – close to a Grade 6; 8.5 – solid Grade 8. The object is to be as fine-tuned as possible to assist with ranking
 - For Functional Skills and ASDAN qualifications, grades should be expressed as a pass or fail.
 - Students who had dropped a subject and been withdrawn from an exam when school closed do not require a grade
2. Departments moderate teacher grades and rank all students into a single list (altering grades and decimals as required).
 - This will be a challenging process especially whilst remote working.
 - Due account must be taken of varying levels of teacher experience
 - Any potential conflicts of interest must be declared to JHI as exams officer
 - Grades will be calculated for external candidates taking account of previous grades, the tutoring arrangements as evidenced by the candidates and/or tutors, assessed work provided by the candidate, conversations with the candidate.
 - There needs to be double and triple checking to ensure no errors are made, in view of the critical importance of this data to students’ futures.

3. Grades are moderated at departmental, individual and whole-school level by members of the Senior Leadership Team.
 - The imperative here is to quality-assure and moderate across departments, check for accuracy, and scrutinise any apparent inconsistencies.
 - Grades will be sent back to departments for reconsideration if required.
 - Grades (without decimals) and the rank order will be finalised ready for sign off by the Head of Centre.

4. The Head of Centre signs off grades with Exam Boards.
 - The Head of Centre asks question to challenge the process at stage 3.
 - Once satisfied, and with procedural guidance from the Exams Officer, the relevant authorisations are confirmed online.
 - The Head of Centre, together with the Exam Officer, will ensure a prompt response to any requests from Awarding Bodies for clarification, correction of errors or other further information.

5. Grades are published to students in August following the published timetable.
 - Students will be provided with their CAGs on request after the publication of formal results
 - Details will be given of the appeals process put in place for CAGs and final grades.
 - We will discourage them from sitting autumn exams unless their official grades have caused material detriment.
 - We will endeavour to support students who wish to sit these exams as far as we are able.

JCoSS 6th Form entry process

- We will operate the process for admission to JCoSS 6th form in the usual way, basing this on official grades.
- Special arrangements will apply as necessary to take account of government health and safety guidance. We will deploy staffing as necessary to provide support and advice, especially to those disappointed by their grades.
- Entry criteria for courses will remain in place, as will limits on class sizes and numbers of groups. Priority will go to applicants from JCoSS Year 11 who have met the entry criteria for each course.
- Students who wish to improve on their August grades by taking autumn exams will not be able to join courses late.

UCAS and Careers process: Class of 2020

- We will run our usual system for supporting students with UCAS entry and any other pathways.
- We will deploy staffing as required to support and advise those disappointed by their grades, especially if this has to happen online.

Appendix 2: Information for Candidates

Public Exams Summer 2020: Results, Appeals and Certificates

Centre assessment grades and rank orders

JCoSS has submitted provisional (centre assessment) grades (CAGs) and rank orders of candidates to the relevant Awarding Body in accordance with the [Ofqual guidance](#)¹ and Awarding Body instructions. The process by which we did this is published on the school website and explained in the attached document.

To ensure fairness, Awarding Bodies are putting these grades through a standardisation process to determine a calculated grade. Where calculated grades are higher than CAGs, calculated grades will be awarded.

Final grades

Final grades will be reported on candidates' Statements of Results ('results slips') and certificates in the same way as in previous years.

Final grades will be issued on Results Days in August as follows:

Date	Qualification type
13 August 2020	A level and Cambridge Technical qualifications
20 August 2020	GCSE, Cambridge National, ASDAN and Functional Skills qualifications

Arrangements for Results Days

Results will be emailed to students' school email addresses at 8.00 a.m. If the school can open on that day members of staff including senior staff and the Careers Team will be available for face-to-face conversations, following whatever guidance is in place for social distancing. If we are not able to open, or for anyone who is unable to come into school, staff will also be available by phone or via Microsoft Teams to discuss any particular circumstances and give advice and guidance.

Concerns about your results

At results time, Ofqual will provide information for students that sets out how 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.

Awarding Bodies will also likely provide information for students about results. JCoSS 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 us to:

- check whether we made an error when submitting your CAG and rank order to the Awarding Body
- investigate any situation where 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 exam in the autumn series

Arrangements for appeals

The arrangements for awarding qualifications in summer 2020 state:

Only schools and colleges can submit an appeal. This also applies to private candidates (students who do not study in a school or college.)

If a candidate has concerns about how grades were arrived at they should talk to their school or college about their options.

- A candidate can ask their centre to check whether it made a mistake when submitting data to the awarding body (If the centre finds it made a mistake in the data it provided it can ask the awarding body to correct it)
- The centre can appeal to the awarding body on a candidate's behalf if it believes the awarding body made a mistake when it communicated a candidate's grade
- A candidate cannot challenge the centre under the appeals process on the centre assessment grades it submitted or the rank order positions
- A candidate cannot appeal because their mock exam result was higher than the grade awarded. The mock grade will have been taken into account in deciding a candidate's centre assessment grade. Candidates will either receive their centre assessment grade or the calculated grade (whichever is higher)
- This summer, candidates' grades are protected and will not go down as a result of an appeal.
- If the centre is unhappy with the outcome of the awarding body's appeals process, it can appeal this decision through Ofqual's [Examination Procedures Review Service](#)
- A candidate can appeal against their 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

Candidates who wish to lodge an appeal should contact Mrs Hill the Examinations Officer, who will issue the appropriate form.

Certificates

Certificates, when received from the Awarding Body, will be issued at school to candidates either in person or to a person nominated by the student. In the case of those leaving Year 13 in summer 2020, they may be presented at a planned Graduation Event in December 2020.