



# Ark Charter Academy

## Summer 2020 Results and Appeals process

**Staff managing results and appeals process**  
**Mr Z Morgan – Assistant Principal (Member of staff coordinating CAG process)**  
**Miss A Monard – Exams Officer**  
**Mrs E Morey – Head of Centre**  
**Ms F Chapman – Executive Principal**

**Date created**

July 2020

## Information for Centre

### Results and Appeals

#### Centre assessment grades and rank orders

Charter 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
- will reveal centre assessment grades (CAGs) and rankings after the issue of results if requested by a candidate

#### Final grades

Charter 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

Charter 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

Charter 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
- 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**

Charter 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) Charter Academy will provide:

- 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)
- the support given to any newly qualified teachers in grading and ranking students
- a summary of the evidence and data used to make objective and professional judgements
- the standardisation process where a cohort was taught across several teachers in a subject area
- the review and check for accuracy undertaken as part of the internal sign-off process for each subject
- confirmation of the process for head of centre sign-off and submission of the declaration to awarding bodies
- (if) any errors reported by an awarding body after the submission of information and details of how these were resolved

#### **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

Charter Academy has submitted provisional (centre assessment) grades and rank orders to the relevant awarding body in accordance with the Ofqual guidance<sup>1</sup> on *Awarding qualifications in summer 2020* and in line with the awarding body instructions.

<sup>1</sup> <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 in August as follows:

| Date       | Qualification type                                |
|------------|---|
| 20/08/2020 | GCSE and other Level 1/2 qualifications i.e. NCFE |

### Arrangements for results day

We Are offering 2 options for students:

#### 1. Attend Results Day at School, within allocated timeslot

Once a student has chosen to attend, they will be allocated a timeslot in which to collect their results. Student's are permitted to bring 1 pre-approved guest on to school site with them, anyone else will be turned away. Students will be registered at the main gate and asked the Covid questions. If questions are failed they will not be permitted onto school site, but will have their results brought to them at the gate. Once students are in receipt of their results they will have the opportunity to discuss any concerns with Mr Morgan who will explain next steps to them. We will provide contact details for colleges and a quiet area for students to make calls regarding their college courses.

#### 2. Receive results via school email account (due to GDPR we will not send results to a personal account)

Student's who have chosen to have their results emailed to them will be sent a test/confirmation email to which they must reply before Results Day to ensure they can access their school email account. Student's Statement of Results will be emailed out after 8am on Results Day. The email will include contact details for Mr Morgan and the colleges so that students can speak to someone if they have any concerns regarding their grades and/or next steps.

### 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*<sup>2</sup> 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. Charter Academy 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 the AP in charge of assessment & data (Z Morgan) 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/Executive Principal 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 Charter 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 candidates in a timely manner.

## Internal appeals procedure

Charter 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 on school 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 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

Charter 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:

- Student should submit an **internal appeals form** via email to Miss Monard (exams officer) ([a.monard@charteracademy.org.uk](mailto:a.monard@charteracademy.org.uk)) 5 working days prior to the deadline for submitting a request for an appeal date **tbc**.

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:

- where applicable, 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

If the internal appeal is not upheld by the centre:

- appeals raised with Assistant Principal Data & Assessment would be passed on to Head of Centre (Principal)
- if appeal not supported by Head of Centre, escalated to Executive Principal who will review evidence provided.

## Awarded Grade appeals form

Summer 2020 awarding

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

- An error in the Centre Assessed Grade and Rank submitted
- Exam Board error in calculating awarded grade

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

|   |  |                               |  |
|---|--|-------------------------------|--|
| Name of appellant                           |  | Awarding body                 |  |
| Candidate name<br>if different to appellant |  | Qualification type<br>Subject |  |

Please state the grounds for your appeal below:

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

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

## 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 grade awarded due to evidence of bias or discrimination on the centre's behalf
- 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

|   |  |                               |  |
|---|--|-------------------------------|--|
| Name of appellant                           |  | Awarding body                 |  |
| Candidate name<br>if different to appellant |  | Qualification type<br>Subject |  |

Please state the grounds for your appeal below:

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

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



**Resit request form**

Autumn 2020 series

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

Prior to completing this form you must have arranged a face to face meeting with Mr Morgan/Ms Chapman to have discussed options based on awarded grades. Please indicate when this meeting was held below:

Meeting Date .....

|                   |  |                  |  |
|-------------------|--|------------------|--|
| Candidate name    |  | Candidate Number |  |
| Parent/Carer name |  | Contact details  |  |

Please state the qualification(s) you are requesting entries for:

Candidate signature:

Date of signature:

This form must be signed, dated and returned to the exams officer [a.monard@charteracademy.org.uk](mailto:a.monard@charteracademy.org.uk) by Friday 11<sup>th</sup> September 2020