

Presdales School



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| Title | Results and Appeals process |
| Version | July 2020 |
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Enquiries & comments

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Centre assessment grades and rank orders

Presdales School:

- 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 and rankings after the issue of results if requested by a candidate and/or parent/carer

Final grades

Presdales School will:

- issue results in accordance with the centre's *Information for Candidates - Results, Appeals and Certificates* document (see Appendix B)
- signpost candidates (and parents/carers) to information provided by exam boards and/or JCQ at the time final grades are issued to support their understanding of the grades awarded

Arrangements for results day(s)

see Appendix A

Presdales 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 (Appendix F and G) and the options available if they believe their result was not properly produced, including access to appeal (see Appendix D and E)

Arrangements for appeals

Presdales 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 circulating the Appeals flowchart. (Appendix E)
- 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

Presdales 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 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) Presdales School has a document outlining the process see Appendix F and G.

Appendix A

letter to year 13 parents

Dear parent/carer,

I hope you and your family are all safe and well. I am writing to you regarding the A Level Results Day on Thursday 13th August. The results will be handed out as normal, as we feel the students would prefer to come into school and collect their results.

Collecting results

Due to social distancing measures students will collect their results in the Sports Hall as there are a number of different entrances for us to maximise the space. We have staggered the collection times to minimise the number of students on site at any one time. Therefore, students with the surnames A to J will be able to collect their results between 8:00am and 8:30am; students with the surnames K to Z will be able to collect their results between 8:30am and 9:00am.

Please see the attached map (appendix) which shows the entrance your daughter/son needs to use to collect their results.

All results must be collected by 9:30am.

Staff will be available to support students who may need assistance in accessing the UCAS clearing system. YC Hertfordshire are also offering a support service with their team of Personal Advisers (see appendix).

If your daughter/son is unable to come into school on results day due to shielding/self-isolating, please can you let me know via email by 31st July so we can arrange an alternative method of sharing the results with your child.

I hope you have a lovely summer and I wish your daughter/son the best of luck with their results and we are looking forward to seeing the students in August.

Kind regards,

Mrs K Simmonds

Head of Sixth Form

letter to year 11 parents

Dear parent/carer,

I hope you and your family are all safe and well. I am writing to you regarding the GCSE Results Day on Thursday 20th August.

Collecting results

Due to social distancing measures, students will collect their results in the Sports Hall as there are a number of different entrances for us to maximise the space. We have staggered the collection times to minimise the number of students on site at any one time. Therefore, students with the surnames A to K will be able to collect their results between 8:00am and 8:30am; students with the surnames L to Z will be able to collect their results between 8:30am and 9:00am.

Please see the attached map (appendix) which shows the entrance your child needs to use to collect their results.

All results must be collected by 9:30am.

If your child is unable to come into school on results day due to shielding/self-isolating, please can you let me know via email by 31st July so we can arrange an alternative method of sharing their results.

Enrolment for Sixth Form

Enrolment for Sixth Form takes place on results day and due to the government guidance we are unable to enrol the students in the exact manner we usually would. So for those students who will be enrolling for Sixth Form, it is essential they complete the following steps once they have collected their results:

1. The students must open their results on the school site as they will need to complete paperwork which will be in their results envelope. (Students should bring their own pen with them)
2. The paperwork will require the student to tick one of two options:
 - A. Confirm their place at Presdales Sixth Form for their original choice of subjects.
 - B. Confirm that they would like an interview because they wish to change subject(s) or they haven't met the original entry requirements for a subject and need to discuss their options.
3. The students must hand their paperwork to Mrs Preshous, who will be in the sports hall. Those students who require an interview, will be given a specific time with a member of SLT or the Sixth Form Team. The interviews will be from 12:00pm and will be in 15 minute slots.
4. Once students have handed in their paperwork, they will then be expected to leave the school site and only return for their interview time.
5. The interviews will take place in the Sports Hall from 12:00pm. Each interview station will be wiped clean between appointment times.

The subject entry requirements, and the subject option blocks are on the school website in the Sixth Form section under Admissions. It is worth checking these if your child wants to change subject(s). Changing subject(s) will be dependent on meeting the subject entry requirement and there being space available in the class.

Staff will also be available to support those students who are not enrolling for sixth form, but who need advice on their alternative plans. YC Hertfordshire are also offering a support service with their team of Personal Advisers (see appendix).

I hope you have a lovely summer and I wish your child the best of luck with their results and we are looking forward to seeing the students in August.

Kind regards,

Mrs K Simmonds

Head of Sixth Form

Appendix B

Information for Candidates.....Results, Appeals and Certificates

Centre assessment grades and rank orders

Presdales School has submitted provisional (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.

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)

Please see links to arrangements for results days on website

link

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. Presdales 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 ask Mrs. Julie Stephenson stephensonj@presdales.herts.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 Mrs. Julie Stephenson 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 [insert centre name] 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 on the 14th December at Speech Day with any certificates that are not collected available from the 16th December from reception.

Appendix C

Internal appeals procedure

Presdales 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 issuing this document
- 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

Presdales 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:

- the deadline for an appeal to be submitted will be confirmed when Ofqual have confirmed what this will be

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
- the centre will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals
- the fee cost of appeals will be confirmed when Ofqual have confirmed what this will be.

Appendix D

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 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

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

Please state the grounds for your appeal below:

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

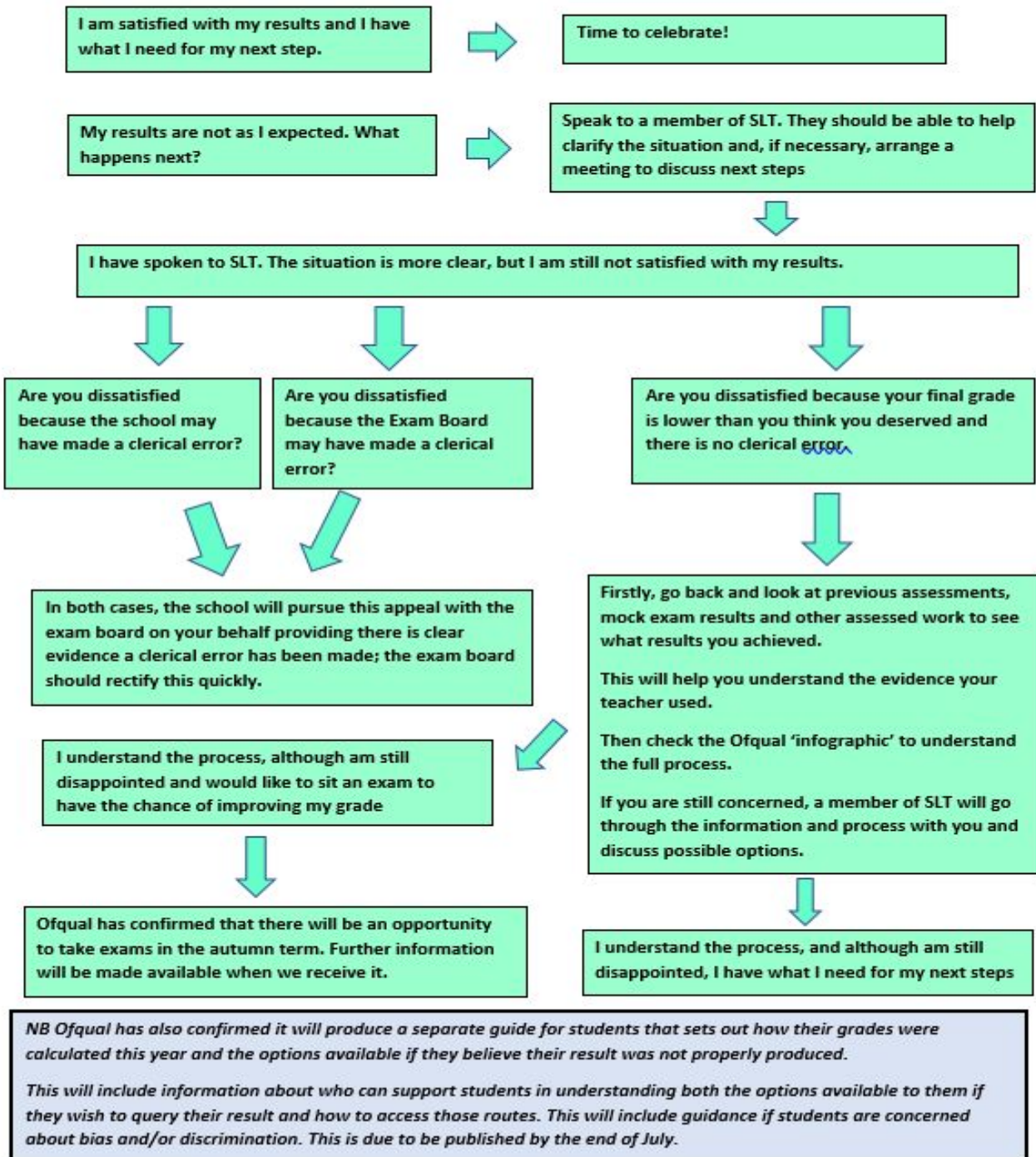
Appellant signature:

Date of signature:

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Appendix E

Guidelines for queries regarding exam results Summer 2020



Appendix F

Process for awarding GCSEs, AS and A levels summer 2020

Step 1 - School or college considers and submits centre assessment grade and rank order information

For each student for each subject

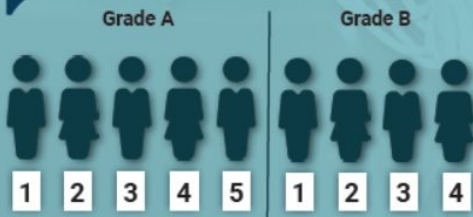
Centre assessment grade based on evidence of performance

For example
A level geography



- Any non-exam assessment work
- Classwork
- Homework
- Mock exams
- Other relevant evidence

Position in rank order of students on that grade



Step 2 - Exam boards standardise grades using statistical model developed with Ofqual

For each subject



Statistical standardisation

What results might the school or college be most likely to achieve given the following?

- previous national results in the subject
- the prior attainment of its students this year compared to previous years
- the school or college results in recent years



| | | | | | | | | | |
|-------------------------|--|---|---|---|---|---|---|---|---|
| Centre assessment grade | A | A | A | A | A | B | B | B | B |
| Rank order | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 |
| | If grades are generous, adjust grades down | | | | | | | | |
| Calculated grade | A | A | B | B | B | B | B | B | B |
| | If grades are severe, adjust grades up | | | | | | | | |
| Calculated grade | A | A | A | A | A | A | B | B | B |

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Appendix G

Presdales CAG process 2020

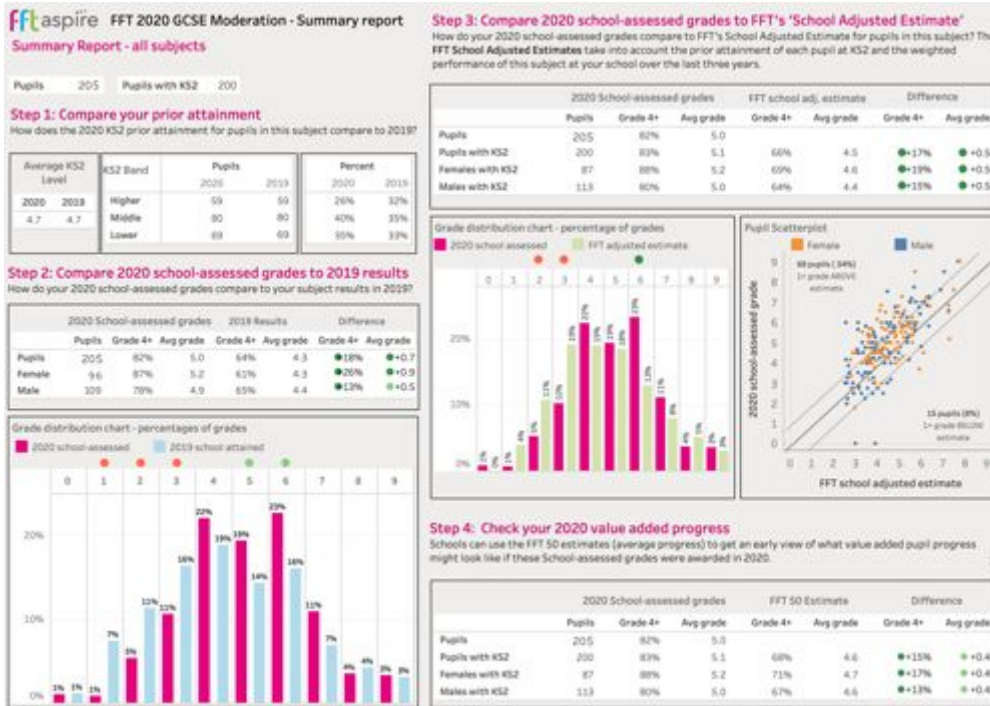
1. The data manager initially gave all HODs data from all the tracking points this year for each student and each subject for year 11 and 13. This included mock grades and predicted grades.
2. HODs were asked to state to the DHT curriculum what initial thoughts they had about how they were going to process the data they had been given. These thoughts were checked to see if they seemed to be an appropriate process taking into consideration that there may be variations within individual subjects.
3. HODs were asked to converse with their departments and decide on centre assessed grades based on the data supplied as well as other factors such as coursework, homework and mid term assessments.
4. The HODs documented how they had decided on the subject grades and ranks and this was shared across departments.

| Subject | CAG process |
|-----------|-------------|
| ART | |
| BUSINESS | |
| CHEMISTRY | |

5. DHT Curriculum analysed the year 11 and year 13 subject grades submitted and checked to see if there were differences between key pieces of data, the mock and the the last predicted grade, and asked HODs to comment on any of these discrepancies explaining reasons for these.

| Student | Y11 mock | Y11 TPC Pred | Y11 CAG | DIFF MOCK | DIFF PRED | Comment |
|---------|----------|--------------|---------|-----------|-----------|--|
| A | 6 | 6 | 7 | +1 | +1 | Why give a CAG 1 grade more than the mock and predicted? |
| B | 5 | 6 | 7 | +2 | +1 | Why give the CAG grade 2 more than the mock? |

6. After these subject grades were confirmed all year 11 data was uploaded to the Fisher Family Trust Aspire portal which analysed the grade distribution by school and subject level and compared with last year.



The year 13 data was also uploaded to the ALPS portal to compare added value performance for the last 3 years by school and subject level.

Any discrepancies at this stage was again highlighted to the HODs and DHT Curriculum requested they look again at the grades to see if any adjustments could be made. After any adjustments we did a further upload to FFT to do a final check to see if the grade distribution mapped onto last year

- The last process before the data was uploaded was that the HODs were asked to finally check the ranking for each subject for each subject. This was to ensure that the students at either end of the grade grouping were the correct students just in case Ofqual make any adjustments.

| Surname Forename | CAG COVID 2020 | Rank COVID 2020 | Year 10 exam | Year 11 mock | Last report predicted |
|------------------|----------------|-----------------|--------------|--------------|-----------------------|
| A | 3 | 1 | 3 | 3 | 3 |
| B | 3 | 2 | 3 | 3 | 3 |
| C | 3 | 3 | 2 | 3 | 3 |
| D | 3 | 4 | 2 | 2 | 3 |
| E | 4 | 1 | 3 | 4 | 4 |
| F | 4 | 2 | 3 | 4 | 4 |
| G | 4 | 3 | 3 | 4 | 4 |
| H | 4 | 4 | 2 | 3 | 4 |
| I | 4 | 5 | 2 | 3 | 4 |

- All data was then uploaded to the exam boards by the exams officer and the data manager. The data was then exported from the exam boards portal and given to HODs to finally check for any discrepancies. They were asked to confirm by google form that there were no errors and to sign off the grades and ranks as accurate.

6. Please confirm that you wish to submit to the relevant exam board the grades and rankings shown in the spreadsheet detailed above: *

Mark only one oval.

I confirm that I wish to submit the grades and ranks shown in the spreadsheet detailed above.

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