



# **Summer 2020 Results and Appeals process**

**July 2020**

## Information for Centre

### Results and Appeals

#### Centre assessment grades and rank orders

The Basildon Upper 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
- following the issue of results, should a student wish to have access to their centre assessed grade, may do so by requesting in writing to Lisa Church Academy Support Manager, [admin@basildonacademies.org.uk](mailto:admin@basildonacademies.org.uk). An appointment will then be made with a member of the Senior Leadership Team from w/c 7<sup>th</sup> September 2020.

#### Final grades

The Basildon Upper Academy will:

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

#### Arrangements for results day(s)

The Basildon Upper Academy will:

- organise results day(s) and inform candidates of the arrangements in place for the collection of/access to their results
- ensure there is a system in place whereby candidates who wish to discuss their results can make an appointment with senior members of centre staff
- 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

The Basildon Upper 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 by including information in the results appointment letter
- 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**

The Basildon Upper 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

#### **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

The Basildon Upper 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(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)

Students will be sent a letter prior to results day(s) indicating their collection time and desk number. Students must stick to the collection time indicated within the letter, in order to comply with the government guidelines with regards to social distancing. Should a student not arrive in their allocated time slot to collect the results, they will be posted to the home address at the end of the day.

There will be minimal staff on site on results days; any students wishing to speak to member of senior staff, should email Ms Church, Academy Support Manager ([admin@basildonacademies.org.uk](mailto:admin@basildonacademies.org.uk)) who will forward on any requests for appointments/telephone calls. An appointment will then be made with a member of the Senior Leadership Team from w/c 7<sup>th</sup> September 2020.

#### 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 The Basildon Upper 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 as soon as practicable. Students will receive a letter with information on how and when these will be available for collection from The Basildon Upper Academy when a date has been finalised.

## Internal appeals procedure

*Prior to submitting an Internal Appeal, candidates must log a request with Ms Church, Academy Support Manager via email ([admin@basildonacademies.org.uk](mailto:admin@basildonacademies.org.uk)) to make an appointment to speak to a senior member of staff from w/c 7<sup>th</sup> September 2020.*

The Basildon Upper Academy will:

- inform candidates of the arrangements for appeals prior to the issue of results, and students will have the opportunity to book an appointment to discuss their results with a senior member of centre staff after the publication of results
- 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

The Basildon Upper 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 **14<sup>th</sup> September 2020**.

The candidate will be informed of the outcome of the appeal as soon as a decision has been made and in sufficient time for the centre to take any appropriate action where the appeal may be upheld.

If the 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

## 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:

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