

Blessed George Napier RC
School

Summer 2020
Results and Appeals process

July 2020

Information for Centre

Results and Appeals

Centre assessed grades and rank orders

Blessed George Napier School

- will not divulge provisional centre assessed grades, with candidates or parents/carers before the issue of results
- understands that any inappropriate disclosure of centre assessed grades and information before the issue of results will be investigated by awarding bodies as potential malpractice
- will provide information on centre assessed grades after the issue of results if requested in writing by a candidate

Final grades

Blessed George Napier School 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(s)

Blessed George Napier School will:

- organise results day(s) and inform candidates of the arrangements for the electronic distribution of results
- ensure senior members of centre staff are available/accessible to candidates with whom a result/results may be discussed
- provide 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

Blessed George Napier 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
- 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 assessed grade 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.

How centre assessed grades and rank orders were determined

See process of allocating centre assessed grades which was sent to all students and is available on the website.

Information for Candidates

Results, Appeals and Certificates

Centre assessed grades and rank orders

Blessed George Napier School has submitted provisional (centre assessed) grades and rank orders to the relevant awarding body in accordance with the Ofqual guidance¹ 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 assessed 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)

- information has been sent to parent/carer regarding results days and the electronic issue of results, along with details on support available on results days for progression to next stage. This information is available from the school website.

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.

Awarding bodies will also likely provide information for students about results. Blessed George Napier School will signpost you to any relevant information at results time.

If you have a concern about a grade you have been awarded, students can request their centre assessed grades by emailing office.4600@bgn.oxon.sch.uk by the following dates:

A Levels & Level 3 Qualifications – 20th August 2020

GCSE & Level 2 qualifications – 2 September 2020

Please Note: centre assessed grades will not be discussed on results days

- check whether an error was made when submitting your centre assessed grade to the awarding body
- raise a complaint in writing with the Principal, Mr F Long 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 assessed 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 assessed grades
- appeal in respect of the process or procedure used by Blessed George Napier School in calculating their centre assessed grades and position in the rank order
- appeal directly in any respect to the awarding body

Certificates

Information regarding the distribution of certificates will be communicated to students in early November 2020.

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](#)

Internal appeals procedure

Blessed George Napier 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 – see information pack sent to all exam candidates prior to the end of term and available from the 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 assessed 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

Blessed George Napier 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 assessed 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 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 to school, FAO the Exams Officer by 4th September 2020 by completing the attached Internal Appeals form.

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
- Blessed George Napier School would expect fees to be paid by the candidate in the majority of cases.

Internal appeals form

Summer 2020 awarding

Please detail the nature of your appeal and complete all white boxes on the form below

(Please see page 4 'Arrangements for Appeals' for the only reasons that appeals can be made)

FOR CENTRE USE ONLY	
Date received	
Reference No.	

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

Complaints and appeals log

On receipt, all complaints/appeals are assigned a reference number and logged. Outcome and outcome date is also recorded.

Ref No.	Date received	Complaints or Appeal	Outcome	Outcome date