



Oldbury Wells School

Summer 2021 Results and Appeals Process

April 2021

Review Date:	April 2021
Responsibility:	Headteacher / Deputy Headteacher
APPROVED BY:	Governor – 28 April 2021

Information for Centre

Results and Appeals

Teacher assessment grades.

Oldbury Wells School:

- will not divulge Teacher Assessed Grades (TAG's), with candidates or parents/carers before the issue of results.
- understands that any inappropriate disclosure of TAG's and rank order information before the issue of results will be investigated by awarding bodies as potential malpractice

How Teacher Assessment Grades are determined

To respond to any queries, challenges or internal appeals from a candidate (or their parent/carer) Oldbury Wells School will provide information detailing:

- the process deployed in assigning Teacher assessment grades of all candidates within each grade (or within the cohort where this was required by a particular qualification type)
- the support given to 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
- how any conflicts of interest were managed
- 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

Teachers will assess their students' performance, only on what content has been delivered to them by their teachers, to determine the grade each student should receive.

- Teachers can use evidence of a student's performance from throughout the course to inform their judgement.
- Teachers should determine the grades as late in the academic year as is practicable, and not confined to a defined window, to enable teaching to continue for as long as possible.
- Schools and colleges should use a broad range of evidence across the taught content to determine the grades before submitting the grades to the exam boards.
- Heads of centres will have to confirm that students have been taught sufficient content to allow progression to the next stage of their education, although we will not set requirements about the minimum amount of content that students must have been taught.
- Students should continue to work on their non-exam assessment (NEA), including for Project qualifications. NEA will be marked by teachers and will contribute to the overall grade, whether or not it has been completed, but we will not require exam boards to moderate it.
- In GCSE, AS and A level art and design, the student's grade must be based on the portfolio¹ only, whether or not it has been completed.
- In GCSE English language, GCSE modern foreign languages and A level sciences (biology, chemistry, physics and geology), centres should determine and submit a separate grade or result for the endorsement. This result or grade should be based on work that has been completed towards the endorsement.
- Private candidates should work with a centre to provide evidence in line with the sort of evidence that other students will produce
- Overall, it will be no easier or harder for a student to achieve a particular grade this year compared to previous years.

Final grades

Oldbury Wells School will:

- 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)

Oldbury Wells 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 and the options available if they believe their result was not properly produced, including access to appeal

Arrangements for appeals

Oldbury Wells School will:

- adhere to the guidance issued by Ofqual in determining any appeals
- 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 letter
- provide candidates with a statement of the arrangements promptly when requested
- 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 Teacher Assessed Grades 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 an administrative error in the issuing of results
- collect consent from a candidate before any appeal is submitted to the awarding body.

Reference publications

Ofqual

<https://www.gov.uk/government/consultations/consultation-on-how-gcse-as-and-a-level-grades-should-be-awarded-in-summer-2021/outcome/decisions-on-how-gcse-as-and-a-level-grades-will-be-determined-in-summer-2021-html>

<https://www.jcq.org.uk/wp-content/uploads/2021/04/JCQ-Guidance-on-the-Determination-of-Grades-for-A-AS-Levels-and-GCSEs-Summer-2021.pdf>

Information for Candidates

Results, Appeals and Certificates

Teacher assessment grades and rank orders

Oldbury Wells School has submitted Teacher assessment grades to the relevant awarding body in accordance with the Ofqual guidance¹ Decisions on how GCSE,AS,A level grades will be determined in summer 2021

1 <https://www.gov.uk/government/consultations/consultation-on-how-gcse-as-and-a-level-grades-should-be-awarded-in-summer-2021/outcome/decisions-on-how-gcse-as-and-a-level-grades-will-be-determined-in-summer-2021-html>

Quality assurance

- Exam boards will work together as far as possible to ensure that requirements for internal quality assurance (QA) and arrangements for external QA are consistent.
- Centres' internal QA arrangements will include consideration of the centre's profile of results in previous years as a guide to help them to check that their judgements are not unduly harsh or lenient.
- Exam boards will put in place arrangements for external QA to check each centre's internal QA process and, in a sample of centres, to review the evidence for one or more subjects. Sampling should be both random, and risk-based.
- Exam boards will process the grades submitted by centres only after completing, and being satisfied with, any external QA.
- Exam boards will require centres to submit a declaration by the head of centre, confirming that the requirements for internal quality assurance have been met.

Internal QA should include:

- agreement about the approach to assessment, including whether and, if so, how exam boards' materials and other evidence would be used
- internal standardisation arrangements, so that all teachers in a centre making judgements in a subject did so in a consistent way, including a process for internal sign off of grades
- a declaration by the head of centre that the grades submitted had been determined in line with the centre's agreed approach and the exam boards' requirements.

External QA should include:

- a check that all school and college leaders know what is expected of them and that they have put in place appropriate internal QA arrangements to support their teachers
- sampling, at subject level, the evidence on which grades were based

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
10/08/2020	GCE (AS, A Levels) and other Level 3 qualifications
12/08/2020	GCSE and other Level 1/2 qualifications

Arrangements for results day(s)

GCSE results will be released on Tuesday 10th August and we are inviting students to come to school and collect their results at an allocated time from either the East or West Hall. Once students have collected their results students wishing to enrol with Bridgnorth Sixth Form will need make their way to the main sixth form entrance where they will be met by a member of staff and invited into the Library to discuss options and complete enrolment. Careers advisors will also be available for those students who feel they need to discuss their next move.

Concerns about your results

If you have a concern about a grade you have been awarded, you can ask Oldbury Wells School to:

- check whether an error was made when submitting your Teacher assessment grade to the awarding body
- raise a complaint with Oldbury Wells 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
- provide information about the opportunity to take an exam in the autumn series or in summer 2022

Arrangements for appeals

The arrangements for awarding qualifications in summer 2021 state:

Candidates can appeal their grades through their centre if they feel the process this summer was not followed correctly in their case.

- Students will be able to appeal their grade.
- A student who is unhappy with their grade will first ask their centre to check whether an administrative or procedural error had been made.
- Where a centre does identify an error in the grade submitted to the exam board, it can submit a revised grade and a rationale for the board to consider. If the exam board is satisfied with the rationale, it will issue a revised grade.
- Where a centre does not believe an error had been made, a student can ask the centre to appeal to the exam board on their behalf. The centre will submit the student's appeal to the exam board and provide the evidence on which its judgement had been made; the exam board will consider whether, in its view, the grade reflected an appropriate exercise of academic judgement. If the exam board judges that it did not, the exam board will determine the grade that the evidence would support. The exam board will also check that the centre had followed its own process.

A candidate cannot:

- appeal directly in any respect to the awarding body

Certificates

Certificates, when received from the awarding body, will be available for collection for candidates from December 1st

Internal appeals procedure

Oldbury Wells School will:

- inform candidates of the process for appeals of results and the accessibility of senior members of centre staff immediately 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 if it believes an awarding body made a mistake when 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

There are two stages to the summer 2021 appeals process:

Stage 1: centre review

The first stage of the process is referred to as **a centre review**. If a student does not consider that they have been issued with the correct grade, they can ask their centre to check if an administrative or procedural error has occurred. The centre will need to ensure the student is aware that their grade could go down, up or stay the same. If the centre finds that an error has occurred, they will be able to submit a request to the awarding organisation to correct the error and amend the grade without the need to make an appeal to the awarding organisation.

Stage 2: appeal to the awarding organisation

The second stage of the process is referred to as an appeal to the awarding organisation (submitted by the centre on the student's behalf). An appeal should be submitted if the student considers that the centre did not follow its procedure properly, the awarding organisation has made an administrative error, or the student considers that the grade awarded was an unreasonable exercise of academic judgement. The centre will need to ensure the student is aware that their grade could go down, up or stay the same.

Ofqual Exam Procedures Review Service

If the student or centre considers that the awarding organisation has made a procedural error, they can apply to Ofqual's Exam Procedures Review Services (EPRS) to review the process undertaken by the awarding organisation.

Grounds for appeal

In summary there are four grounds upon which a centre review or an appeal to an awarding organisation may be requested:

At stage 1: The centre made an administrative error, e.g. an incorrect grade was submitted; an incorrect assessment mark was used when determining the grade.

At stages 1 and 2: The centre did not apply a procedure correctly, such as the centre did not follow its Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances such as illness.

At stage 2: The awarding organisation made an administrative error, e.g. the grade was incorrectly changed by the awarding organisation during the processing of grades.

At stage 2: The student considers that the centre made an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade and/or the determination of the grade from that evidence.

Appeals Process

After results day

Results issued (10/12 August)

1. **Student** asks centre for review because they think there has been an error

Note: Grades can go up, down or stay the same

Centre review: Centre checks for errors and process issues. Centre wants to change grade?

No

Yes

Awarding Organisation checks and issues final grade; may require input from Centre

Centre informs student of outcome

2. If **Student** thinks the error has not been resolved they ask centre for Awarding Organisation appeal

Centre submits Awarding Organisation appeal

Note: Grades can go up, down or stay the same

Awarding Organisation appeal:

Have processes been followed, is the grade a reasonable exercise of academic judgement?

No

Yes

Awarding Organisation issues final grade; may require input from Centre

Awarding Organisation issues final grade

Centre informs student of outcome

3. If dissatisfied, applications may be made to Ofqual's EPRS (Exam Procedures Review Service)