



ST JAMES'

CATHOLIC HIGH SCHOOL

Summer 2020 Appeals Procedures

Policy Owner	Deputy Headteacher
Responsible Committee	Leadership & Strategies Committee
Date of Adoption	August 2020
Date of Review	May 2021
Chair of Governor's Signature	

St James' Mission Statement:

*To ensure everyone within our school **family** achieves their full potential,
to encourage learning and development through **faith**,
and to strive for **excellence***

Rationale:

The JCQ requires each centre to have an internal procedures policy in place. St James' will ensure students, parents and staff are aware of these procedures.

Aims:

- To cover procedures for planning and managing of internal appeals
- To define staff roles and responsibilities with respect to internal appeals
- To manage risks associated with internal appeals



Information for Centre

Results and Appeals

Centre assessment grades and rank orders

St James' Catholic High 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
- As a school, we have taken the decision to release the Centre Assessed Grades (CAGs) of individual students at the same time as the final grades awarded by the exam boards. These are the grades awarded by St James' staff and submitted to the examination boards.

Final grades

St James' Catholic High School will:

- issue results in accordance with the *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)

St James' Catholic High School will:

- organise results day and inform candidates of the arrangements in place for the collection of/access to their results
- ensure members of centre staff are available/accessible to candidates with whom a result/results may be discussed
- signpost 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

St James' Catholic High 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 letter
- 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

St James' Catholic High 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) St James' Catholic High School will provide details upon request of the following:

- 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
- 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
- any errors reported by an awarding body after the submission of information and details of how these were resolved



Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

St James' Catholic High School has submitted provisional (centre assessment) grade(s) and rank order(s) 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 assessment grade.

Final grades

On candidate statements of results 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
20/08/2020	GCSE and other Level 1/2 qualifications

Arrangements for results day(s)

Results will be emailed to students via their school email addresses no earlier than 8am on Thursday 20th August. School will not be open for the collection of results. Should students wish to talk to a member of staff about their results for any reason or have any queries around next steps in terms of college/apprenticeships etc, they may contact Mr Cawley, Head of Year 11, using the school mobile number, 07989 201022 or Mrs Harrop, Key Stage 4 Pastoral Manager, who will also be available on 07989 201024. Please do not send messages, they will only be able to respond to phone calls. The National Careers Service has also set up an exam results helpline during August 2020. Young people or their parents can contact the helpline on 0800 100 900 to speak to a professionally qualified careers adviser if they need advice on their next steps. The helpline will be open from 8am to 10pm from Thursday 13th August until Friday 28th August. After these dates, young people will be able to access ongoing support from the National Careers Service at any time by calling 0800 100 900, visiting nationalcareers.service.gov.uk/contact-us or searching for the National Careers Service on Facebook and Twitter.

Concerns about your results

At results time, Ofqual have provided information² 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*³ 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/guidance/your-results-what-next>

<https://www.gov.uk/government/publications/student-guide-to-post-16-qualification-results-summer-2020>

<https://www.gov.uk/government/publications/student-guide-to-appeals-and-malpractice-or-maladministration-complaints-summer-2020>

³<https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies will also likely provide information for students about results. St James' Catholic High 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 St James' Catholic High School to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- 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 2020 or in summer 2021
- raise a complaint with Mrs Pickles (c.pickles@stjamesheadle.co.uk) 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

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 St James' Catholic High School in calculating your 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 at a later date; more information will be provided regarding the arrangements for this.

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Internal appeals procedure

St James' Catholic High School will:

- inform candidates of the arrangements for appeals prior to the issue of results and the accessibility of members of centre staff immediately after the publication of results by sharing this document on the school website <http://www.stjamesheadle.co.uk/exams/>
- 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
- 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

St James' Catholic High School will not:

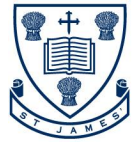
- seek any information the awarding body holds that would be needed for an appeal if it does not believe an awarding body made a mistake when calculating, assigning or communicating a grade
- appeal to an awarding body on a candidate's behalf if it does not believe the centre itself made an error when 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 can 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 and/or
- not to appeal to the awarding body

An appeal should be submitted by

- completing and submitting an **internal appeals form** by 4th September 2020. This must be submitted via a student's school email address and sent to k.millar@stjamesheadle.co.uk
- The appellant will be informed of the outcome of the appeal as soon as reasonably possible



Internal appeals form

Summer 2020 awarding

FOR CENTRE USE ONLY	
Date received	

- 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:

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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