

<b>Current Status</b>	Operational	<b>Last Review:</b>	
<b>Responsibility for Review:</b>	Manager of MIS and Examinations	<b>Next Review:</b>	
<b>Internal Approval:</b>	SLT	<b>Originated:</b>	July 2020

## Introduction

In response to Covid-19 pandemic, Ofqual published a set of guidelines 'Extraordinary Regulatory Framework', for awarding qualification outcomes.

In publishing these guidelines, Ofqual's aim was "to deliver a process which is fair to learners and ensures they have grades which are as valued as those in any other year, so they can progress to the next stage of their lives without further disruption".

The details contain in this document outline the processes by which One Sixth Form College will ensure that it follows the required processes and ensure that students are informed.

## Results and Appeals

### Centre assessment grades and rank orders

One Sixth Form College:

- will not divulge provisional (centre assessment) grades, nor rank orders, with students 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.
- if a student requests information about their CAG after results have been issued, then they will be asked to complete a CAG Request form and the matter will be dealt with within 5 working days. The form is available on Moodle or the Exam section on the website

### Final grades

One Sixth Form College will:

- Issue results in accordance with the centre's *Information for Students - Results, Appeals and Certificates* document.

- Signpost students 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)**

One Sixth Form College will:

- organise results day(s) and inform students of the arrangements in place for access to their results.
- ensure senior members of centre staff are available/accessible to students with whom a result/results may be discussed.
- prepare information for students showing their options if they have concerns about their results.
- signpost students 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**

One Sixth Form College will:

- follow information provided by awarding bodies to determine the grounds on which an appeal can be made on behalf of a student, or students.
- make students aware of the arrangements in place for appeals prior to the issue of results by sending them information via email and placing information on One's website.
- provide students 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 student or students 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
- the centre will collect consent from a student before any appeal is submitted to the awarding body.

### **Internal appeals procedure**

One Sixth Form College will provide a process for a student 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 student (or their parent/carer) One Sixth Form College will provide an account detailing:

- the process deployed for each subject in calculating centre assessment grades and ranking of all students 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 Students**

### **Results, Appeals and Certificates**

#### **Centre assessment grades and rank orders**

One Sixth Form College 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 students will not be changed but the final grades students receive may be different to the centre assessment grade.

#### **Final grades**

On student 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:

<b>Date</b>	<b>Qualification type</b>
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)**

Results will be emailed to student's personal email accounts at 8 a.m. on the respective L3 and L2 results days. Students will also be able to access Dashboard to see their results. From 8 a.m., a booking line will be made available via this link [Results Day Queries](#) to make an appointment to speak initially to their PPT who will then arrange for a subject member of staff to discuss their queries should they not be

able to help. The exams team will be available via [exams@suffolkone.ac.uk](mailto:exams@suffolkone.ac.uk) to answer queries also.

### 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*<sup>2</sup> 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.

<sup>2</sup> <https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies will also likely provide information for students about results. One Sixth Form College 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 Tracey Morgan (Manager of MIS and Examinations).

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body.
- raise a complaint with Tracey Morgan (Manager of MIS and Examinations) 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:

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

A student can:

- ask their centre to appeal on their behalf to an awarding body if there is evidence that leads a student 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 student cannot:
  - appeal against their centre assessment grades and position in the rank order
  - appeal in respect of the process or procedure used by One Sixth Form College in calculating their centre assessment grades and position in the rank order
  - appeal directly in any respect to the awarding body

## **Certificate**

Certificates, when received from the awarding body, will be available to students during December and you will be informed via email they are available and the method for collection. We will also advertise it on the college website.

## **Internal appeals procedure**

One Sixth Form College will:

- inform students of the arrangements for appeals prior to the issue of results by a notice on our Website.
- 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 student to provide written informed consent (informed consent via student 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 student to inform any third party (such as a university or college) that an appeal has been submitted to an awarding body.

One Sixth Form College 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.
- If a student believes an appeal should be made to the exam board with regard to the calculation and the centre disagrees, the outcome of the decision will be communicated to the student in writing.
- A student who has evidence of bias or discrimination will be able to raise their concern with the Exams Officer. This request must be made in writing with evidence to support the claim. The Exams Officer will raise with matter with SLT.

An internal appeal may be submitted to the centre where a student 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 using the form on the college website by 7 September in order for the college to consider if there is sufficient evidence to process an appeal with the awarding body by their deadline of 17 September. The outcome will be communicated to student in writing within 5 working days.

### Internal appeals form

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





