



THE
ADEYFIELD ACADEMY

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Summer 2020

Results and Appeals Process

Results and Appeals

The processes included in this policy are current and based on all guidance given by the DFE and relevant bodies. This may be updated subject to the publication of any JCQ information regarding the appeals process or further guidance given to schools by DFE.

Centre assessment grades and rank orders

The Adeyfield 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
- Will provide candidates with centre assessment grades and/or rankings after the issue of results if requested by a candidate

Final grades

The Adeyfield Academy will:

- issue results in accordance with the centre's Information for Candidates - Results, Appeals and Certificates document (detailed on pages 4-5)
- 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)

The Adeyfield Academy will:

- ensure Year 13 candidate results are available for collection between 8am and 11am on Thursday 13 August 2020
- ensure Year 11 candidate results are emailed via students' school email accounts between 9am and 11am on Thursday 20 August 2020
- guarantee key members of staff are available to support with careers advice during results days
- 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 Adeyfield 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 prior to the issue of results
- 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 Adeyfield 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

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) The Adeyfield Academy state the below as the procedure which was used for awarding centre assessed grades and rank orders:

- Teachers used their professional experience to make a fair and objective judgement of the grade they believed a student would have achieved had they sat their exams this year. In order to reach a fair grade teacher considered the full range of available evidence - including non-exam assessment; the results of any homework assignments or PPEs; and any other records of student performance over the course of study. Teachers then provided a rank order of students within each grade. Teachers were fully supported during this process by their Heads of Department. All centre assessed grade were then reviewed and checked for accuracy by Senior Leaders before finally being signed off by the Head of Centre and submitted to the relevant awarding bodies.

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](#)

Results, Appeals and Certificates

Centre assessment grades and rank orders

The Adeyfield Academy has submitted provisional (centre assessment) 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](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.

To request to view your centre assessed grades for individual subjects please complete and submit a **Centre assessed grades request form** to the centre as soon as possible. We will aim to process and complete this request within 20 days of submission.

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:

- 13/08/2020 (A Level/ Level 3 BTEC/EPQ)
- 20/08/2020 (GCSE and other Level 1/2 qualifications)

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 Helpline² 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/careers-helpline-for-teenagers](https://www.gov.uk/careers-helpline-for-teenagers)

Awarding bodies will also likely provide information for students about results. The Adeyfield Academy 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 The Adeyfield Academy to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint with The Adeyfield Academy 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 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 Adeyfield Academy in calculating their centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body

Certificates

Certificates will be available for collection from the Main school office from December 2020. Candidates will receive notification of the full arrangements prior to December 2020.

Internal appeals procedure

The Adeyfield Academy will:

- inform candidates of the arrangements for appeals prior to the issue 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 Adeyfield 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 3rd September 2020, 10 working days prior to the centre's internal deadline for submitting a request for an appeal.

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:

- 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

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- 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 person making the appeal		Candidate name (if different)	
Awarding body		Component Code	
Subject/Qualification Type		Component Title	

Please state the grounds for your appeal below

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the Exams & Data Manager on behalf of the Head of Centre to the timescale indicated in the Internal Appeals procedure.



Centre Assessed Grades Request Form

FOR CENTRE USE ONLY

Date received

Reference No.

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

Request to view Centre Assessed Grades

Name of person making the appeal

Candidate name (if different)

Contact phone number

Contact email address

Please state the centre assessed grades that you would like access to (which subjects)

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the Exams & Data Manager on behalf of the Head of Centre to the timescale indicated in the Internal Appeals procedure.