



Middlesex Learning Trust

# Summer 2020 Results and Appeals process

July 2020

## Results and Appeals

### Centre assessment grades

MLT schools:

- will not divulge provisional (centre assessment) grades with candidates or parents/carers before the issue of results;
- understand 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;

### Arrangements for results days

MLT schools will:

- organise results days and inform candidates of the arrangements in place for the collection of or access to their results;
- ensure senior members of school staff are available for candidates with whom a result or 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 on the school website:

The Compton School:

<http://www.thecompton.org.uk/2033/exams-2020>

Southgate School:

<http://www.southgate.enfield.sch.uk/examinations-2020>

### Arrangements for appeals

MLT schools 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 via the letter sent home and available on the schools' website:

The Compton School:

<http://www.thecompton.org.uk/2033/exams-2020>

Southgate School:

<http://www.southgate.enfield.sch.uk/examinations-2020>

- 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 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**

MLT schools 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**

- MLT schools followed the procedures set out in the MLT Guidance for awarding GCSE and A Level grades Summer 2020 which can be found on the schools' websites.

The Compton School

<http://www.thecompton.org.uk/2033/exams-2020>

Southgate School

<http://www.southgate.enfield.sch.uk/examinations-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](#)

## Information for Candidates

### Results, Appeals and Certificates

#### Centre assessment grades and rank orders

MLT schools have 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>

#### 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 (A Levels) and other Level 3 qualifications
20/08/2020	GCSE and other Level 1/2 qualifications

#### Arrangements for results day(s)

For further details on the arrangements for both the GCE and GCSE Results days please go to:

The Compton School:

<http://www.thecompton.org.uk/2033/exams-2020>

Southgate School:

<http://www.southgate.enfield.sch.uk/examinations-2020>

#### 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. Your school will signpost you to any relevant information.

If you have a concern about a grade you have been awarded, you can ask the Examinations Officer (Sylvia Voskou at The Compton School and Chris Lynch at Southgate School) to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body;
- raise an appeal with the Headteacher 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 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 unless they believe that there has been a clerical error or there is evidence of bias;
- appeal in respect of the process or procedure used by MLT Schools in calculating their 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. Further details will be provided nearer the time.

## Internal appeals procedure

MLT schools 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 via the letter from the Headteacher found on the school websites.

The Compton School

<http://www.thecompton.org.uk/2033/exams-2020>

Southgate School

<http://www.southgate.enfield.sch.uk/examinations-2020>

- 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
- 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.

MLT schools 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 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 8<sup>th</sup> September 2020 so long as that is 10 working days before the deadline for awarding body appeals to be submitted (at the time of writing they have not yet released their deadline).

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
- the candidate will pay any fee that may be charged by the awarding body for an appeal.

## Internal appeals form

Summer 2020 awarding



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 appeal to the awarding body
- Appeal against the centre on the grounds of bias

Name of candidate		Awarding body	
UCI number		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

Candidate 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

