



Joseph Leckie
Academy

Summer 2020
Results and Appeals process

This policy is reviewed annually

History of Document

Reviewed and Updated:

A.Losinski – 01/08/20

J.Greaves 07/08/20

Information for Centre: Results and Appeals

Centre assessment grades and rank orders

Joseph Leckie 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
- understands the importance of student access to centre assessed grades and will inform all entrants of the process for appeals and access to centre assessed grades by email on the designated examination results days (13th and 20th August 2020)
- will publish a CAG request form on its website to allow all exam entrants to request access to their centre assessed grades in accordance with GDPR requirements and in line with the Academy data policy

Final grades

Joseph Leckie Academy 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)

Joseph Leckie Academy 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

Joseph Leckie 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 by letter and email sent to each candidate/parent. The email, sent out on exam results day, will inform students of how to access the CAG form, process for appeals and exam entry information, if candidates intend to sit in October/November series. An email address for exam and appeal requests- exams@josephleckieacademy.co.uk has been set up which will be manned and responded to within one week of candidate/parent request. Students must include their candidate number and the nature of the appeal/ subjects that they intend to sit.
- 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 Joseph Leckie Academy policy and procedure for internal appeals by a candidate can be seen in the Academy Examinations Policy, which is outlined on the Academy website in the section entitled 'Policies'. Further information can be obtained from the Academy Complaints Policy, which can also be found in the website section entitled 'Policies'. Furthermore, candidates can send an appeal request, reasoning and any further information to the email exams@josephleckieacademy.co.uk and a member of staff will contact them within one week.

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) Joseph Leckie Academy will, on request by candidate or their parent/carer through the CAG form or exams@josephleckieacademy.co.uk email inbox, provide records detailing:

- the centre assessed grades (CAG) for all subjects for the requesting candidate
- 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)
- 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
- 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

Reference publications

[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

Joseph Leckie Academy 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.

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

Arrangements for results day(s)

Joseph Leckie Academy's arrangements for collection of results have been sent through to parents by letter, dated 21st July 2020, that were sent to parents/carers of all students receiving results on 13th or 20th August. These letters can be seen on the Academy Website in the section entitled 'Letters Home'. In brief, these letters state that due to ongoing COVID-19 restrictions, candidates are largely expected to receive their results at home using the Academy Office 365 email addresses. InTouch software has been purchased to ensure that students receive the results from 8am. Students have also been told the requirements by which they would need to attend the Academy, for which appointments must be made through the Academy reception. They have all been reminded of these procedures by email and will receive an additional email on the morning of exams results days (13th and 20th August) that includes additional information regarding appeals, October and November examinations and receipt of CAGs.

Required staff have been identified and are manning classrooms on the lower level of the new KWB2 Academy building, where strict appointment-only and social distancing requirements are implemented.

Staffing information is as below:

A-Level/Level 3 Results Day- Thursday August 13th 2020

Staff Support (UCAS etc) - Joe Greaves, Ben Edge/Kirit Patel, Pav Kalirai, Rachel Field, Lillie Jones

Exams/Results support- Ann Losinski, Steph Pace

¹ <https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>

Additional Staff who have identified availability (attendance optional)- Stuart Benbow, David Lloyd, Nafisa Ravat, Savina Raju, Nick Radburn, Sarb Bhangal, Manish Kalyan, Stan Penksik, Annette Iddles, Aman Garcha, Shuheda Ahmed, Amy Shipley, Diane Wood.

Admin support- Alison Fletcher, Manjit Matharu, Jitty Sami, Charan Jawanda

GCSE results Day- Thursday August 20th 2020

Sixth Form Enrolment- Rachel Field, Joe Greaves, Lillie Jones

Staff Support (Careers/Options advice)- Ben Edge/Kirit Patel, Pav Kalirai, Stuart Benbow, David Lloyd, Sarb Bhangal, Nick Radburn, Savina Raju (afternoon only), Aman Garcha, Amy Shipley, Diane Wood, Annette Iddles, Shuheda Ahmed, Nafisa Ravat, Stan Penksik.

Exams/Results support- Ann Losinski, Steph Pace

Admin support- Alison Fletcher, Manjit Matharu, Jitty Sami, Charan Jawanda

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*² 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.

Awarding bodies will also likely provide information for students about results. Joseph Leckie 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 Ann Losinski, exams officer, through the exams email - exams@josephleckieacademy.co.uk to check whether an error was made when submitting your centre assessment grade and rank order to the awarding body

- raise a complaint with Ann Losinski 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

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

- 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 Joseph Leckie Academy in calculating your centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body (unless a private candidate)

Certificates

Certificates, when received from the awarding body, will be issued to candidates on request from the examinations office

Internal appeals procedure

Joseph Leckie Academy will:

- inform candidates of the arrangements for appeals prior to the issue of results by letter and the accessibility of senior members of centre staff immediately after the publication of results by letters out to parents/carers at least one month prior to results days, by email on results days informing them of the CAG form and resits/appeals process and by publication of this document on the Academy 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 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

Joseph Leckie 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 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 Friday 4th September 2020. This request can come from Heads of Department/Faculty or SLT in response to exam board

changes from internal CAGs as well as directed by parents/carers in response to email received on results days.

The appellant will be informed of the outcome of the appeal as soon as possible on receipt of appeal from examination boards. This will be no later than two weeks from the submission of the appeal request.

If the internal appeal is upheld by the centre, resulting in an appeal on the candidate's behalf being submitted to the awarding body:

- awarding body fees which may be charged for an appeal will be covered by the Academy, unless the appeals request falls outside the procedure set and then the fee should be paid by the candidate parents/carers and will need to be received prior to the appeal being made to the awarding body.
- if the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.



Internal appeals form

Summer 2020 awarding

Please tick box to indicate the nature of your appeal and complete all sections of the form.

- ☐ 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:	Name of candidate (if different from the appellant):
Awarding Body:	Qualification Type/Subje:

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

Appellant Signature:	Date:
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This form must be signed, dated and returned to the exams officer to the timescale indicated in the internal appeals procedure.

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FOR CENTRE USE ONLY

Date Received:

Reference Number:

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Complaints and appeals log

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