



Summer 2020 Results and Appeals Policy

Key document details

Author: Executive Lead – Secondary

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Approver: Executive Team

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Centre assessed grades and rank order

Venturers Trust - Merchants Academy/CGS:

- 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
- Should students simply want to know their centre assessment grade following the issue of results, they will need to complete a written request and we will share this within five working days.

Final grades

Venturers Trust - Merchants Academy/CGS 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)

Venturers Trust - Merchants Academy/CGS 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
- 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

Arrangement for appeals

Venturers Trust - Merchants Academy/ CGS 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 releasing the information on the Academy website
- 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
 - A previous mock exam result is potentially more valid than the final result awarded
- collect consent from a candidate before any appeal is submitted 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) Venturers Trust - Merchants Academy/ CGS will provide records detailing:

- 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
- 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

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

Venturers Trust - Merchants Academy/ CGS has submitted provisional (centre assessment) grades and rank orders to the relevant awarding body in accordance with the Ofqual guidance on Awarding qualifications in summer 2020 and in line with the awarding body instructions.

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

Arrangements for results day(s)

Results cannot be issued before 8am on the day.

Students will be able to receive their results on the day by appointment which will be allocated prior to the day to collect from the Academy in person.

If the results are not collected on Thursday the 13th or 20th August they will be posted, first class, to the address we have on the database for the student.

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 Venturers Trust- Merchants Academy/CGS in calculating their centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body

Appeals procedure

Venturers Trust - Merchants Academy/CGS 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 by displaying policy information 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

Venturers Trust - Merchants Academy/CGS 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 appeals form to the centre by 11th September 2020

If the appeal is upheld by the centre:

- Venturers Trust - Merchants Academy/CGS will, where applicable, request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body
- Venturers Trust - Merchants Academy/CGS, 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

Summer 2020 awarding

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

