

# WICKERSLEY

SCHOOL & SPORTS COLLEGE

# POLICIES

Results & Appeals Process Policy



## Information for Centre Results and Appeals

### Teacher assessment grades

Wickersley School & Sports College:

- will not divulge provisional (teacher assessment) grades, with candidates or parents/carers before the issue of results
- understands that any inappropriate disclosure of teacher assessment grades before the issue of results will be investigated by awarding bodies as potential malpractice

### Final grades

Wickersley School & Sports College will:

- issue results in accordance with the *Information for Candidates - Results, Appeals and Certificates* document which can be found on the JCQ website
- 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 days

Wickersley School & Sports College will:

- organise results days 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

Wickersley School & Sports College 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 with the issue of results by including information with their results and by publishing this document on the school website.
- 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 teacher assessment grade 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**

Wickersley School & Sports College 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 teacher assessment grades were determined**

To respond to any queries, challenges or internal appeals from a candidate (or their parent/carer) Wickersley School and Sports College will provide information detailing:

- the process deployed for each subject in calculating teacher assessment grades
- 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 Candidates

### Results, Appeals and Certificates

#### Teacher assessment grades

Wickersley School & Sports College has submitted provisional (teacher assessment) grades to the relevant awarding body in accordance with the Ofqual guidance on *Awarding qualifications in summer 2021* and in line with the awarding body instructions.

#### 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 days in August as follows:

Date	Qualification type
10/08/2021	GCE (AS, A Levels) and other Level 3 qualifications
12/08/2021	GCSE and other Level 1/2 qualifications

#### Arrangements for results days

Candidates will be given a time slot and venue to collect their results in order to reduce the number of people in the venues at any one time whilst adhering to government guidelines regarding social distancing. There will be a one-way system in place, clearly signposted.

Candidates can email [examoffice@wickersley.net](mailto:examoffice@wickersley.net) to request their results to be posted home or to nominate someone to collect them on their behalf before 15<sup>th</sup> July. The nominated person must bring ID and arrive at the allocated time slot and venue. No results will be emailed home or given via telephone.

#### Concerns about your results

At results time, Ofqual have provided 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* 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. Wickersley School & Sports 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 a member of SLT, the sixth form team or the Exams office to:

- check whether an error was made when submitting your teacher assessment grade to the awarding body
- raise a complaint with SLT or the Exams Office 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 2022

### **Arrangements for appeals**

The arrangements for awarding qualifications in summer 2021 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 teacher assessment grade
  - 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 teacher assessment grades
- appeal in respect of the process or procedure used by Wickersley School and Sports College in calculating your teacher assessment grades
- appeal directly in any respect to the awarding body

### **Certificates**

Certificates, when received from the awarding body, will be issued to candidates at the Graduation evening.

## **Internal appeals procedure**

Wickersley School & Sports College 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 issuing this information.
- appeal to an awarding body on a candidate's behalf if it believes the centre itself made an error when submitting a teacher assessment grade 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

Wickersley School & Sports 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 teacher assessment grade 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 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

- by completing and submitting an internal appeals form by 16<sup>th</sup> August 2021

The appellant will be informed of the outcome of the appeal by 20<sup>th</sup> August 2021

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 must be paid to the centre by the appellant before the appeal is submitted to the awarding body (fees are available from the exams officer)
- 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.