

Exceptional Internal Appeals Procedure (addendum Summer 2020 Exam Results)

Due to the coronavirus pandemic and the subsequent cancellation of examinations in Summer 2020 detailed below is the internal exceptional appeals procedure for Summer 2020 Exam Results as recommended in the JCQ guidance for appeals and Ofqual's guide to appeals and malpractice and maladministration document.

Skipton Girls' High School (the centre) will:

- inform candidates of the arrangements for appeals prior to the issue of results via 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; OR
 - if the centre believes the historical data used for standardisation was not a reliable basis for predicted 2020 results
 - if a valid mock (trial) exam result is higher than the final calculated grade (*please note that this maybe grounds for a potential appeal. All centres are awaiting further guidance from OFQUAL as to the criteria regarding what constitutes a valid mock exam result on which an appeal by the school may be submitted. The school will provide more information when this is available.*)
- ensure that appeals are authorised by the head of centre, on behalf of any candidates. Candidates and/or their parents/carers cannot appeal directly to the awarding body
- 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. The centre will submit appeals on the **JCQ Candidate Consent Appeals June 2020 Form**. Consent will be obtained 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

Skipton Girls High School 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

How does a student submit an internal appeal request if they disagree with the centre's decision not to appeal to an awarding body?

An internal appeal may be submitted to the school where a candidate (or parent/carer) believes there are grounds to appeal against the centre's decision of:

- not seeking any information the awarding body holds that would be needed for an appeal OR;
- not to appeal to the awarding body

An internal appeal should be submitted by:

- Completing and submitting an internal appeal form (See Appendix A) to the exams officer by 8th September 2020 3 working days prior to the centre's internal deadline for submitting a request for an appeal.
- An appropriate senior member of staff will investigate the internal 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

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 may be payable
- 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.

How centre assessment grades and rank orders were determined

To enable a response to any queries, challenges or internal appeals from a candidate (or their parent/carer), the following procedure 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
 - Trial/practice exams
 - 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. Where a cohort was taught across several teachers in a subject area, robust moderation and discussion was carried out.
- All centre assessed grades were reviewed and checked for accuracy by the Exams Officer and Data Manager (dual checking process), signed off by Heads of Department and Senior Leaders before finally being signed off by the Head of Centre in a declaration which was submitted to the relevant awarding bodies.
- All sign off processes reflected those recommended by Ofqual, the exam boards and JCQ.

Complaints

Candidates may submit a complaint if they feel that the centre does not have an appropriate process in place for them to make an appeal. The candidate (or parent/carer) should follow the centre's

complaints process in the first instance. If the complaint is not resolved, the candidate/parent/carer can speak to the exam board for further guidance.

References

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

Appendix A - Internal Appeals Form Summer 2020 Examination Results

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

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- 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

Candidate Name		Candidate number	
Candidate YR Group		Candidate Reg Group	
Awarding body		Exam paper code	
Subject		Exam paper title	

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:

Parent/carer signature:

Date of signature:

This form must be signed, dated and returned to the exams officer (exams@sghs.org.uk) on behalf of the Head of Centre to the timescale indicated in the internal appeals procedure.

Please refer to the [GDPR Privacy Notice – Pupils and Parents](#) on our website for how we look after your data.