**Summer 2020**

**Results and Appeals process**

**August 2020**

**Information for Centre**

**Results and Appeals**

**Centre assessment grades and rank orders**

Oldham Hulme Grammar School:

* 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
* students can request sight of the centre assessed grades which were submitted by the school. Students can do this by emailing [exams@ohgs.co.uk](mailto:exams@ohgs.co.uk). Details of the CAGs will then be emailed to students’ school email addresses.

**Final grades**

Oldham Hulme Grammar School will:

* issue results in accordance with the centre’s *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)**

Oldham Hulme Grammar School 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**

Oldham Hulme Grammar School 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 sending the appropriate details by email in advance of results days
* 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**

Oldham Hulme Grammar School 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**

The evidence used was that stipulated by the examination boards. It was objective and only took account of evidence about student performance. The evidence included the following where available:

* records of each student’s performance over the course of study, including for example progress review data, classwork, bookwork, and/or participation in performances in subjects such as music, drama and PE.
* performance on any non-exam assessment (NEA), even if this was not fully completed. We were mindful that many students achieve a higher grade on their NEA than in their exams; therefore judgements were not based on NEA alone. It was balanced with our judgement about their likely performance in the written paper(s), where appropriate.
* for re-sitting students, any information about previous grades achieved or NEA marks that would, under normal circumstances, have been carried forward.
* for A level students who took AS in 2019, their AS results in that subject.
* performance on any class or homework assessments and mock exams taken over the course of study.
* tier of entry in tiered subjects – centre assessment grades reflected the tier of entry (9 to 4 for higher tier; 5 to 1 for foundation, as well as U).
* previous results in our centre in this subject.
* the performance of this year’s students compared to those in previous years.
* any other relevant information.
* Where disabled students had an agreed reasonable adjustment, or other students had an agreed access arrangement, the judgement took account of likely achievement with the reasonable adjustment/access arrangement in place.
* Schools were warned that where additional work was completed after schools and colleges were closed on 20 March, Heads of Centre needed to exercise caution where that evidence suggested a change in performance.

**Our process**

We developed a Google Sheet model for the completion of the whole process. This was devised by senior staff and overseen by Mr James, the Deputy Principal (Academic). It was trialed by a department before being rolled out for use by other departments. The google sheet was initially completed by individual subject staff. On Friday 1st May senior school staff were allocated an inset day in order for departments to hold meetings (remotely) in order to ensure appropriate standardisation.

Following this the grades were signed off by Heads of Departments (HoDs) and the Principal (Head of Centre).

**The Google Sheets contained:**

* List of **candidates entered** for the subject with candidate number.
* **Historic assessment data** for those students: interim report and full report %, plus trial grade, January predicted grade, and March full report attainment grade.
* Where **students had missed an assessment** and hence had incomplete data - an estimate for the missing data was made, or teachers accounted for this when adding their teacher provisional grade.
* Departments were reminded to be mindful of which students had **access arrangements** as the Ofqual guidance suggested we needed to account for this.
* A **weighted average %** (weighting in brackets)of Y10/12 interim (1), Y10/12 exam (1.5), Y11/13 interim (1.8), Y11/13 trial (2).
* A **provisional data suggested ranking** based on the weighted % - this was a **starting point for departmental discussion of the rank order in light of all available evidence and could be adjusted.**
* GCSE only (A level cohorts too small) - a **standardised score** (9-1 scale) where the average OHGS results in this subject for 2018 & 2019 were imposed on the rank order.
* For **departments with NEA** there were columns for staff to include this in the record - even when the NEA was not fully completed.
* A **data suggested grade** where proportions of each grade achieved in the last 2 years were imposed on the ranking. Again this was **a starting point for discussion in light of all available evidence and could be adjusted.**
* A column for a **Teacher Provisional Grade**.
* **Final rank** position in light of department discussion of the evidence.
* **Final grade** in light of department discussion of the evidence.
* For **GCSE English language Speaking** and A level **Science Required Practicals**, there were separate columns for these. This was not to inform the overall grade, but to allow us to send these separate endorsements to exam boards.
* HoD and Head of Centre **sign off boxes** for the full list for rank and grade.
* Provisional **centre assessment grade** and a column for the teacher to initial.
* Comment box for teachers / HoDs to **briefly note any key evidence beyond that shown on the sheet already, especially where an adjustment from the data rank/ grade was suggested.**

**Guidance on establishing the rank order**

The following guidance was provided by Ofqual on establishing the rank order, which we followed:

*“We need centres to provide a rank order of students within each grade. For example, if you have 15 students for GCSE maths for whom you have given a centre assessment grade of 5, you should then rank them from 1 to 15, where 1 is the most secure/highest attaining”.*

*“Where there is more than one subject teacher, they will need to agree one rank order for all students within the centre who are taking that subject. To do this, teachers within a subject department will need to discuss the rank order and come to a shared view of the standard being applied within their centre. In doing this, teachers should draw on examples of student work, including non exam assessment where available. Tied ranks (that is, giving two students position 1) will not be allowed”.*

**Head of Department sign off**

Each set of centre assessment grades for a subject was signed off by at least two teachers in that subject, one of whom was the head of department (or where there was only one teacher by the Head of Centre). For GCSE Trilogy Science an additional process of liaison between the three science HoDs was undertaken. Where teachers had a personal interest in individual students these grades were subject to additional control checks by the Principal.

Departments were asked to be mindful of how far their grade spread was at least broadly in line with previous cohorts. In small cohort subjects a greater variation would be expected so we were not expecting exactitude here. However, if this year’s grades were significantly out of line with previous years’ then adjustments were considered, or justification given.

**Head of Centre sign off**

The final part of the process was that as Head of Centre, the Principal had to sign off each set of grades. The Principal was required to confirm that the centre assessment grades and the rank order of students were a true representation of student performance. Heads of Centre were instructed to consider how the distribution of centre assessment grades compared with grades achieved by the centre in previous years.

This process involved close scrutiny of the departmental forms, an analysis of overall statistics and individual discussions with relevant HoDs.



**Information for Candidates**

**Results, Appeals and Certificates**

**Centre assessment grades and rank orders**

# Oldham Hulme Grammar School has submitted provisional (centre assessment) grades and rank orders 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.

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

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)**

Parents and students were informed about arrangements for the distributions of results by an emailed letter. This included contingency plans and made arrangements for results to be distributed in person or emailed to students. It included information about appropriate health and safety measures, given the current public health situation.

**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.

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

Awarding bodies will also likely provide information for students about results. Oldham Hulme Grammar School 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 the Examination Manager to:

* check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
* raise a complaint with the Examination Manager 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
* 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 Oldham Hulme Grammar School in calculating their centre assessment grades and position in the rank order
* appeal directly in any respect to the awarding body

**Certificates**

The school will explore the most appropriate method of distributing certificates of results in the light of the public health situation at the time.

**Internal appeals procedure**

Oldham Hulme Grammar School 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 email.
* 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

Oldham Hulme Grammar 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

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 emailing the Examinations Manager [exams@ohgs.co.uk](mailto:exams@ohgs.co.uk).

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 school:

* the school will request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body
* the school will submit an appeal on the candidate’s behalf to meet the awarding body’s deadline for appeals

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