

## Information for Candidates

### Results, Appeals and Certificates

#### Centre assessment grades and rank orders

The De Montfort School has submitted provisional (centre assessment) grade(s) and rank order(s) to the relevant awarding body in accordance with the Ofqual guidance<sup>1</sup> on *Awarding qualifications in summer 2020* and in line with the awarding body instructions.

<sup>1</sup> <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)

Our methods of sending out results this year are as follows:

1. Unless instructed otherwise by an email from the candidate, we will be sending out each candidate's Statement of Results to the candidate's school email address (e.g. [student@tdms.worcs.sch.uk](mailto:student@tdms.worcs.sch.uk)) They will receive the email as close as possible to 08:00 on results day. In the current circumstances, we believe this to be the safest and most efficient way to deliver the results to the candidates.
2. If, for extenuating circumstances, the candidate's Statement of Results needs to be posted, a paper copy can be sent out. However, we are not allowed to post the paper copy until after 08:00 on results day, which means the candidate will have to wait at least 24 hours to know the results of their assessments. If you would like to discuss this option further, please contact Mr Tiller by email ([rtiller@tdms.worcs.sch.uk](mailto:rtiller@tdms.worcs.sch.uk)) or Mrs Reade by email ([sreade@tdms.worcs.sch.uk](mailto:sreade@tdms.worcs.sch.uk)).

After candidates have received their results, we will organise an appointment system for candidates who wish to discuss their results or next step plans. This will be organised through the same appointments system as we use for parents 'evenings.

#### 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*<sup>2</sup> 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.

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

Awarding bodies will also likely provide information for students about results. The De Montfort 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 Senior Staff to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint with Senior Staff 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 The De Montfort School 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**

Exam Board Certificates can be collected from the school reception from 11<sup>th</sup> December 2020.

## Internal appeals procedure

The De Montfort 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 issuing the *Information for candidates – Results, Appeals and Certificates* document.
- 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

The De Montfort 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 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 10<sup>th</sup> September 2020

The appellant will be informed of the outcome of the appeal, before the centre's internal deadline for submitting a request for an appeal.

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 and must be paid to the centre by the appellant before the appeal is submitted to the awarding body (fees are still TBC from the exams boards)
- 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.