Summer 2020 Appeals Additional Protocol

This document seeks to add to the already written “Sydney Russell School Internal Appeals Procedure”, which is available on request from the Exams Officer, Ms Smith. All information for this protocol, including some wording is taken from the following published OFQUAL documentation:

* **“Exceptional arrangements for exam grading and assessment in 2020”,** published 16th June 2020. Document A for the purposes of this protocol.
* **“Information for Heads of Centre, Heads of Department and teachers on the submission of Centre Assessment grades: Summer 2020 Grades for GCSE, AS and A Level, Extended Project Qualification and Advanced Extension Award in maths”,** first published 3rd April 2020, with subsequent updates on 22nd May 2020, 2nd July 2020 and 11th August 2020. Document B for the purposes of this protocol.

Both documents are freely available on the OFQUAL website – access or copies can be provided where needed.

**Context of the appeals protocol for this summer:**

In **Document B**, OFQUAL state that, “Under the circumstances of no exams taking place this summer, the normal arrangements for reviews of marking and appeals will not apply… We have decided that we should adopt our proposal that we should not provide an opportunity for students to challenge their centre assessment grade or their position in the centre’s rank order through an appeal. A student will be able to ask their centre to check whether they made an error when submitting a centre assessment grade and including them in the centre’s rank order. They will be able to raise a complaint to their centre if they have evidence of bias or that they were discriminated against; they could also pass such evidence on to the exam board who could investigate for potential malpractice. We have decided that we should adopt our proposal that we should provide for a centre to appeal to an exam board on the grounds that the exam board used the wrong data when calculating grades, and/or incorrectly communicated the grades calculated. Having considered all the options available to us in the circumstances of awarding grades in summer 2020 we have decided not to provide for appeals in respect of the operation or outcome of the statistical standardisation model. However, we are investigating whether it might be possible and appropriate to allow for appeals where there is reliable evidence of a significant demographic difference between the centre’s cohort and the historical data used for statistical standardisation.”

**What this means in terms of appeals this summer:**

You can ask the school to check the following:

1. Whether an administrative error was made in submitting a centre assessed grade

2. Whether an administrative error was made in submitting a grade in our centre rank order

The school will already have undertaken our own checks, but if evidence is found of an administrative error, we may choose to appeal to the exam board on your behalf. If the school chooses not to seek the information needed for an administrative check or that might be needed from the exam board for an appeal, then the candidate should consult to school appeals procedure, available from the Examinations Officer.

You can appeal against the following:

1. To raise a complaint if you have evidence of bias or of having been discriminated against with the grades submitted (see full procedure for this)
2. **If your CAG and your mock exam grade was higher than the grade you received for your results**

With the exception of the above, you cannot appeal against:

1. The grade you were given by the school prior to the standardisation process

2. Your position in the rank of order of students within a subject

3. The statistical standardisation model used by the exam boards after the school submitted the grades (unless, as listed below, the school is aware of the wrong data being used in the standardisation model, in which case, we may choose to appeal as an exceptional circumstance)

The school may choose to:

1. Appeal against if the exam board has used the wrong data, or has incorrectly communicated the grades. In the rare circumstance that this happens, this will be identified by us ahead of results day and you will be notified if we intend to do this.

In essence, “the appeals process should focus on whether the right data was used and correctly applied, rather than on teachers’ professional judgement” (Document A). Only a centre may undertake appeals on a candidate’s behalf.

Internal appeals procedure – if a candidate has reason to believe that there is evidence of discrimination or bias in their Centre Assessed Grade for Summer 2020

The wording of this closely matches that of the standard internal assessment appeals procedure, with necessary amendments for the specific requirements of the Summer 2020 exam season.

Sometimes a candidate will not agree with the Centre Assessed Grade submitted by the school, for reason of believing there is evidence that their CAG has been influenced by bias or discrimination. If the candidate feels this is the case, they may appeal to the Examinations Officer, who will put into action the agreed appeals process. This will be the final stage in resolving disputes. At any point in the process, the candidate may choose to raise the issue directly with the relevant exam board.

1. The Examinations Officer is in overall charge of managing appeals relating to internal assessments.

2. If a student wishes to appeal about his/her CAG, on the basis of bias or discrimination, then the following procedures should be followed:

- The appeal should be made in writing to the Examinations Officer stating the details of the complaint and the reasons for the appeal

- It may be appropriate at this point, prior to the submission of the appeal, for the candidate to collate the evidence on which they are basing their appeal. Attached is the proforma for a Subject Access Request to gain this information.

- The appeal should be made in writing before the end of the day on Wednesday 2nd September 2020.

3. The member of staff concerned with the submission of the CAG which is the subject of the appeal will respond to the appeal in writing to the Examinations Officer; a copy will be given to the candidate.

4. If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel. If the response outlines that the school will not support an appeal to the exam board on these grounds, then the candidate may wish to pursue this further with an appeals panel.

- The appeals panel will consist of the Examinations Officer and two of the following – the Head of Year, a Vice Principal and a School Governor.

- The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.

- The candidate will be given at least two days notice of the hearing date

- A breakdown of the CAG and final grade awarded will be given to the candidate in advance of the appeal.

- The candidate may bring a parent/guardian to the hearing.

- The staff involved will be present at the hearing.

5.

a) The Examinations Officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate

b) The school maintain a written record of all appeals

c) In the case of a change to to the CAG as a result of bias or discrimination in the initial process, the school will create an appeal to the exam board on the students’ behalf.