

Slough and Eton Church of England Business and Enterprise College



Appeals Procedure 2020 (Exams)

This policy is reviewed annually to ensure compliance with current regulations

Owner:	Steve Thatcher
Ratified by Governing Body:	
Date Ratified:	August 2020
Date Policy to be reviewed:	March 2021

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2 Key staff involved in the appeals procedure

Role	Name(s)
Headteacher	Peter Collins
Deputy Headteacher	Andy Leane
Deputy Headteacher	Steve Thatcher
Exams officer	Tracy Ahearn

3 Purpose of the procedure

This procedure confirms Slough and Eton Church of England Business and Enterprise College compliance with JCQ's Guide to the Awarding Bodies' Appeals Process June 2020 Examination Series.

4 Concerns about your results

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.

<https://www.gov.uk/guidance/your-results-what-next>

<https://www.gov.uk/government/publications/student-guide-to-post-16-qualification-results-summer-2020>

<https://www.gov.uk/government/publications/student-guide-to-appeals-and-malpractice-or-maladministration-complaints-summer-2020>

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

If you have a concern about a grade you have been awarded, you can ask your tutor/subject teacher/Exams Officer to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint with Mr Thatcher 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 in calculating your centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body

5 Internal appeals procedure

Slough and Eton Church of England Business and Enterprise College will:

- 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

Slough and Eton Church of England Business and Enterprise 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 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 an Internal Appeals Form and Candidate Consent Form by 1st September 2020.

The appellant will be informed of the centre's decision regarding appealing to the exam board by 10th September 2020.

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.]

Internal appeals form

Summer 2020 awarding

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

Name of appellant		Awarding body	
Candidate name if different to appellant		Qualification type Subject	

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

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the internal appeals procedure.

Appeals, June 2020 examination series

Candidate consent form

Information for candidates

The following information explains what may happen during the appeals process.

If your school or college submits an application for an appeal on your behalf after your subject grade has been issued, there are three possible outcomes:

- Your original calculated grade is lowered, so your final grade may be lower than the original grade you received.
- Your original calculated grade is confirmed as correct, so there is no change to your grade.
- Your original calculated grade is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the appeal, you must sign the form below. (This can be an electronic, handwritten or typed signature.) This tells the head of your school or college that you have understood what the outcome might be, at any stage of the appeals process, and that you give your consent to the appeal being submitted.

Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title)

.....

I give my consent to the head of my school or college to start the appeals process for the subject(s) listed above. In giving consent I understand that the appeals process could lead to my final calculated subject grade being lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed:

Date:

This form should be retained on the centre's files for at least six months following the outcome of the appeal.