**Results and Appeals**

**Teacher assessed grades**

Chadwick High:

• will not divulge provisional teacher assessed grades with candidates or parents/carers before the issue of results

• understands that any inappropriate disclosure of teacher assessed grades information before the issue of results will be investigated by awarding bodies as potential malpractice

• will provide a candidate with their teacher assessed grades on Thursday 12th August 2021

• will provide candidates with information on the appeals process

**Final grades**

Chadwick High 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 (i.e. awarding organisations) at the time final grades are issued to support their understanding of the grades awarded

**Arrangements for results day(s)**

Chadwick High 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

• provide information for candidates showing their options if they have concerns about their results

• signpost candidates to relevant school, 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**

Chadwick High 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 as outlined in this document – e.g. a Centre Review [Stage One]; an Appeal to the Awarding Organisation [Stage Two]; an Application to the Exam Procedures Review Service [Stage Three]

• provide candidates with a statement of the teacher assessed grading process promptly when requested through a Centre Review [Stage One]

• submit an Appeal to the Awarding Organisation [Stage Two] on behalf of a candidate or candidates where it is believed:

o the school did not follow its procedure properly

o the awarding body made an administrative error in the issuing of results

o the grade awarded was an unreasonable exercise of academic judgement

• inform candidates of the outcome of the appeal to the awarding organisation [Stage Two]

• collect consent from a candidate before a Centre Review is conducted or an appeal is submitted to the awarding body

**How teacher assessment grades were determined**

To respond to any queries, challenges or concerns from a candidate (or their parent/carer) Chadwick High will provide records detailing:

• the process deployed for each subject in determining teacher assessed grades (or within the cohort where this was required by a particular qualification type)

• the support given to any newly qualified teachers in grading students

• a summary of the evidence and data used to make objective and professional judgements

• the standardisation process where a cohort was taught across several teachers in a subject area

• how any conflicts of interest were managed

• the review and check for accuracy undertaken as part of the internal sign-off process for each subject

• confirmation of the process for Head of Centre sign-off and submission of the declaration to awarding bodies

• any errors reported by an awarding body after the submission of information and details of how these were resolved

**Reference publications**

JCQ

* Guidance for students, parents and guardians: GCSEs and AS/A Levels in England, Summer 2021

DfE

* Awarding Qualifications in Summer 2021
* Decisions on how GCSE, AS and A Level grades will be determined in summer 2021
* Consultation Outcome: Consultation on how GCSE, AS and A Level grades should be awarded in summer

2021

Ofqual

* Information for heads of centre, heads of department and teachers on the submission of teacher assessed grades: summer 2021
* Information for centres about making objective judgements in relation to awarding qualifications in 2021

General Qualifications Alternative Awarding Framework

* Chadwick High Centre Policy for GCSEs for summer 2021

Information for Candidates

Results, Appeals and Certificates

**Teacher assessed grades**

Chadwick High will submit provisional teacher assessed grades to the relevant awarding body in accordance with the Ofqual guidance 1, 2, 3 (as listed below) and in line with the awarding body instructions.

1. Decisions on how GCSE, AS and A level grades will be determined in summer 2021 (publishing.service.gov.uk)
2. Information for heads of centre, heads of department and teachers on the submission of teacher assessed grades: summer 2021
3. Information for centres about making objective judgements in relation to awarding qualifications in 2021
4. Chadwick High – Centre Policy for GCSEs for summer 2021

For the reason of fairness, awarding bodies will carry out external quality assurance processes to ensure the arrangements the school has put in place are appropriate. The external quality assurance process will include:

• a review of the school’s Centre Policy for GCSEs for summer 2021

• virtual centre visits (to provide further support and guidance to the school, if necessary)

• post-submission sampling (to confirm the school has implemented what was outlined in its Centre

**Policy for GCSEs for summer 2021**

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 and Qualification type**

12/08/2021 GCSE qualifications

**Arrangements for results day(s)**

On Thursday 12th August, Chadwick High will be issuing results to candidates from 10am.

Senior members of staff will be on hand to assist students with any queries they may have about their results and progression routes. Further information on the appeals process and the GCSE 2021 Autumn Exam Series will be made available if required.

**Concerns about your results**

At results time, Ofqual and the exam boards will be providing information for students that sets out how their grades were determined 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 Helpline4 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/careers-helpline-for-teenagers>

Awarding bodies will also likely provide information for students about results. Chadwick High will signpost candidates to any relevant information at results time.

**Appeals Process**

There are two stages to the summer 2021 appeals process:

Centre Review [Stage One]

If you have a concern about a grade you have been awarded, you can ask senior members of staff to:

• conduct a Centre Review [Stage One] to check if an administrative or procedural error has occurred

• provide information about the opportunity to take an exam in the autumn series 2021 or in summer 2022

*When requesting a Centre Review, candidates must complete a Candidate Request for Centre Review*

[Stage One] form available on Results Day from the Examinations Officer or send an email to

head@chadwick.lancs.sch.uk stating:

***I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name of student) believe I have been awarded the***

***incorrect grade for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of subject).***

***I would like Chadwick High to check if an administrative or procedural error has occurred.***

***I give my consent to the school to conduct a Centre Review and I understand that my grade could go up, down or stay the same.***

***I understand if the school finds that an error has occurred, they will submit a request to the awarding organisation to correct the error and amend the grade without the need to make an appeal to the awarding organisation.***

***I understand I will hear the outcome of the Centre Review by Friday 10th September 2021. I have provided the school with my up-to-date contact information.***

***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Chadwick High will inform candidates of the outcome of the Centre Review by Friday 10th September 2021.

**Appeal to the Awarding Organisation [Stage Two]**

Following the request and outcome of the Centre Review [Stage One], candidates can appeal to the awarding organisation [Stage Two] through the school if they feel:

• the school did not follow its procedure properly

• the awarding organisation has made an administrative error

• the grade awarded was an unreasonable exercise of academic judgement

|  |
| --- |
| ***When requesting an appeal to an awarding body, candidates must complete a Candidate Appeal to the Awarding Organisation [Stage Two] form available on Results Day from the Examinations Officer or send an email to head@chadwick.lancs.sch.uk stating: I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name of student) have received the outcome of the*** ***Centre Review (Stage One) in to the GCSE grade I was awarded for*** ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of subject). I believe*** ***Please select one of the following:***1. ***The school did not follow its procedure properly***
2. ***The awarding organisation has made an administrative error***
3. ***The grade awarded was an unreasonable exercise of academic judgement***

***I give my consent to the school to submit an appeal to the awarding organisation on my behalf.*** ***I understand that the awarding organisation will determine my grade at appeal, that my grade could go up, down or stay the same, and that the outcome will be final other than in instances of a process error by the awarding organisation.*** ***I understand the school will submit my Appeal to the Awarding Organisation between 13th August – 17th September 2021. I have provided the school with my up-to-date contact information.*** ***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |

The school will inform candidates of the outcome of the appeal to the awarding body as soon as it is available.

In the event of a Centre Review or Appeal to an Awarding Body, Chadwick High:

• will ask the candidate to provide written informed consent (informed consent via candidate email is acceptable) before a Centre Review is conducted or an appeal is submitted to the awarding body as the Centre Review or appeal could result in the final grade being lower than, higher than, or the same as the grade which was originally awarded

• will only collect consent after the publication of results

• will, where relevant, advise an affected candidate to inform any third party (such as a sixth-form college) that a Centre Review is underway or an appeal has been submitted to an awarding body

**Dates for the Appeals Process**

The exam boards state the review of a majority of GCSE results will come under their non-priority appeals window. Note, the outcome of appeals for A Level results comes under the priority appeals window as these may affect the allocation of university places.

The majority of non-priority appeals will take place 12th August to end of October.

**Date Process**

12th August – 3rd September Student requests Centre Review [Stage One]

12th August – 10th September School conducts Centre Review

13th August – 17th September School submits appeal to awarding body [Stage Two]7

**GCSE Results Certificates**

Certificates, when received from the awarding body, must be collected and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised by the candidate to do so in writing or by email. The third party must show proof of identity on collection. Certificates are not withheld from candidates who owe fees. The centre will retain certificates for two years. Candidates will be written to informing them their certificates are ready for collection. Candidates must make sure the school has their up-to-date contact information – including their home address and personal (non-Federation) email address.

**Exam boards’ fees for appeals**

Appeals to an Awarding Organisation for Summer 2021 may be subject to a fee due to the cost of administering the appeals process. Full charges will be levied for requests made by parents/students for an appeal to an exam board. In the event an appeal to an exam board is upheld, parents will be refunded accordingly.

The school will update this document with Information on fees for appeals to awarding organisations when they are made available by the exam boards.

*Summer 2021 AQA appeal fees To be confirmed by Exam Board*

*Summer 2021 Edexcel appeal fees To be confirmed by Exam Board*

*Summer 2021 WJEC appeal fees To be confirmed by Exam Board*

*Summer 2021 OCR appeal fees To be confirmed by Exam Board*