

# **Summer 2020**

## **Results and Appeals process**

## Results, Appeals and Certificates

### Centre assessment grades and rank orders

Richard Huish College has submitted provisional (centre assessment) grades and rank orders 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>

Awarding bodies are putting these grades through a standardisation process to ensure grading standards are consistent across all centres. The rank order of students will not be changed but the final grades students receive may be different to the centre assessment grade.

### Final grades

On student 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)

Students will be able to access their results through Student Advantage.

If on receiving, your results you require support with your progression plans please follow the guidance below so that we can provide those in most need with timely support:



### 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. Richard Huish College 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 Exams Teams 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 College if you believe there to be evidence of bias or that you were discriminated against; you could also pass such evidence on to the awarding body who may investigate further
- 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:

Students can appeal their grades through their centre if they feel the process this summer was not followed correctly in their case.

A student can:

- ask their centre to appeal on their behalf to an awarding body if there is evidence that leads a student 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 student cannot:

- appeal against their centre assessment grades and position in the rank order
- appeal in respect of the process or procedure used by Richard Huish College in calculating your centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body (unless an External Candidate)

### **Certificates**

Certificates, when received from the awarding body, will be available to students. We do not post the Certificates out to students as a matter of course. It is the responsibility of students to collect these certificates from Reception. Students are welcome to collect at any time during the College opening hours from the beginning of December 2020, the certificates will be held at Reception for 12 Months. Students will need to ensure that they bring a form of ID with them when collecting certificates.

If a student wishes for someone to collect certificates on their behalf, they must follow the guidance that can be found on the College website <https://www.huish.ac.uk/student-information/exam-information/>

Alternatively, if a student is unable to collect certificates and wishes them to be posted a payment will need to be made for the postage fee (£5 for UK/£10 for outside the UK) via the online shop giving the correct, full postal address

and year they left. We will automatically receive notification of this payment and will post out the Certificates to the address given.

### Internal appeals procedure

Richard Huish College will:

- inform students 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 this *Information for students – Results, Appeals and Certificates* notice/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 student to provide written informed consent (informed consent via student 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 student to inform any third party (such as a university or college) that an appeal has been submitted to an awarding body

Richard Huish 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 student'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 student 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

- By completing and submitting an **internal appeals form** by 1 September 2020 [10 working days] prior to the centre's internal deadline for submitting a request for an appeal)

The appellant will be informed of the outcome of the appeal.

If the internal appeal is upheld by the centre, resulting in an appeal on the student's behalf being submitted to the awarding body:

- awarding body fees will 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 available from the exams office)
- 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	
Student 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