

Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

Varndean School submitted centre assessment grades (CAGs) and rank order information to the relevant awarding body in accordance with Ofqual guidance and in line with the awarding body instructions.

The awarding bodies put these grades through a standardisation process to determine a calculated grade.

Where calculated grades are higher than CAGs, calculated grades will be awarded.

Final grades

On candidate statements of results (results slips) and certificates, final grades will be reported in the same way as in previous years.

About your results

Ofqual has provided information for students:

- **Your results, what next?** Understanding your qualifications grades this summer: updated 20 August 2020 www.gov.uk/guidance/your-results-what-next
- **Student guide to post-16 qualification results: summer 2020** - A guide for those receiving qualification results in England this summer (updated 19 August)
- **Student guide to appeals, malpractice & maladministration complaints**

Summer 2020 - What to do if you have concerns or questions about your grades (updated 19 August)

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

- **National Careers Service Exam Results Helpline**
www.gov.uk/careers-helpline-for-teenagers

Awarding bodies will also likely provide information for students about results.

Varndean 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 Mr Manville, Exams Officer (chrismanville@varndean.co.uk) 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 Hughes, Acting Head Teacher, 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 maladministration/malpractice

- provide information about the opportunity to take an exam in the autumn series

Arrangements for appeals

The arrangements for awarding qualifications in summer 2020 state:

Only schools and colleges can submit an appeal.

If a candidate has concerns about how grades were arrived at they should talk to their school or college about their options.

- A candidate can ask their centre to check whether it made a mistake when submitting data to the awarding body (If the centre finds it made a mistake in the data it provided it can ask the awarding body to correct it)
- The centre can appeal to the awarding body on a candidate's behalf if it believes the awarding body made a mistake when it communicated a candidate's grade
- A candidate cannot challenge the centre under the appeals process on the centre assessment grades it submitted or the rank order positions
- A candidate cannot appeal because their mock exam result was higher than the grade awarded. The mock grade will have been taken into account in deciding a candidate's centre assessment grade. Candidates will either receive their centre assessment grade or the calculated grade (whichever is higher)
- This summer, candidates grades are protected and will not go down as a result of an appeal
- If the centre is unhappy with the outcome of the awarding body's appeals process, it can appeal this decision through Ofqual's Examination Procedures Review Service
- A candidate can appeal against their 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

All requests for Varndean School to make an appeal must be received by midday on Friday 11th September.

Certificates

Certificates, when received from the awarding body, will be issued to candidates. Students will be invited to collect their certificates on a date yet to be confirmed.

Autumn 2020 Exam series

The autumn series will be available for students for whom it was not possible to issue a grade or who wish to improve grades based on taking an exam. Students will be informed of the deadline to make entries for this series on results day. The timetable will run as follows:

GCSE examinations start on Monday 2 November and finish on Monday 23 November.

The full timetable will be available in September.-

Internal appeals procedure

Varndean 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 this *Information for candidates – 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 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 (This summer, as candidates grades are protected and will not go down as a result of an appeal, the collection of candidate consent may not be deemed mandatory, although as good practice consent would confirm that a candidate is aware that an appeal is being submitted on their behalf)
- 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

Varndean 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 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 communicating a grade

An internal appeal may 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
- not to appeal to the awarding body

The student guide to appeals can be found here: [Student Guide to Appeals](#)

An internal appeal should be submitted by:

- completing and returning the attached form to the exam officer, Mr Manville, before the 11th September 2020

The candidate will be informed of the outcome of the internal appeal as soon as a decision has been made and in sufficient time for the centre to take any appropriate action where the internal appeal may be upheld.

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 will be paid by the centre
- if the appeal is upheld by the awarding body, this fee will be refunded by the awarding body to 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

- 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

FOR CENTRE USE ONLY	
Date received	
Reference No.	

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 Chris Manville, the exams officer, on behalf of the head of centre to the timescale indicated in the internal appeals procedure