

HASMONEAN MULTI ACADEMY TRUST



Summer 2020

Results and Appeals Process

August 2020

Key staff involved in the exams policy

Role	Name(s)
Head of centre	Debra Lebrett/ Katherine Brice
Exams officer line manager (Senior Leader)	Lulu Oskis
Exams officer	Jane Leigh/ Nancy James

Information for Centre

Results and Appeals

Centre assessment grades and rank orders

Hasmonean MAT:

- will not divulge provisional (centre assessment) grades, nor rank orders, to candidates or parents/carers before the issue of results
- understands that any inappropriate disclosure of centre assessment grades and rank order information before the issue of results will be investigated by awarding bodies as potential malpractice
- will reveal details of a candidate's centre assessed grade(s) upon submission of a written request.
- disclosure of a student's rank will be decided on a case by case basis. Factors that Hasmonean MAT will consider include the following: -
 - a) Does the disclosure of a rank order reveal information about another candidate(s), as well as the candidate who is requesting the information?
 - b) Why the candidate wants to know the rank?
 - c) The size of the overall cohort

Final grades

Hasmonean MAT will:

- issue results in accordance with the *Information for Candidates - Results, Appeals and Certificates* section of this policy (see below)
- signpost candidates (and parents/carers) to information provided by key stakeholders at the time final grades are issued to support their understanding of the grades awarded

Arrangements for results day(s)

Hasmonean MAT 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
- prepare information for candidates showing their options if they have concerns about their results
- signpost candidates to relevant 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 external appeals

Hasmonean MAT 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 as soon as possible by providing information on the website
- provide candidates with a statement of the arrangements promptly when requested
- seek any information the awarding body holds in relation to how final grades were calculated if there is a concern about any results
- submit an appeal to the awarding body on behalf of a candidate or candidates where it is believed:
 - the centre itself made an error when submitting centre assessment grade or rank order information to the awarding body and has supporting evidence that confirms an error was made (and will submit its supporting evidence at the earliest stage and explain why data which the Head of Centre declared to be accurate is now considered incorrect)
 - the awarding body made a mistake in the operation of the standardisation model where the wrong data was used to calculate results
 - the awarding body made an administrative error in the issuing of results
 - There are exceptional circumstances, such as
 - if a single-sex school has changed to co-educational
 - if the centre has had a significant change in leadership or governance and can provide objective evidence that its previous grades are not a reliable indicator of its 2020 results
 - where a centre experienced a monumental event (flooding or fire which meant students has to re-locate) which affected one year's results in the historical data used in the model or where – because of the ability profile of the students - a centre was expecting results this year to show a very different pattern of grades to results in previous years. That could include where the grades of unusually high or low ability students been affected by the model because they fall outside the pattern of results in that centre in recent years.
- collect written consent from a candidate (not parents/carers) before any appeal is submitted to the awarding body.

External appeals will be dealt with by the exam boards within 6 weeks. If the centre wishes to appeal the outcome of the initial appeal, a second tier appeal must be submitted within 2 weeks of the initial appeal decision. This second tier appeal will be dealt with independently and also within 6 weeks of receipt by the exam board. If the second tier appeal is also unsuccessful, the final stage of the appeal process is for Hasmonian MAT to contact the Exam Procedures Review Service run by Ofqual.

Internal appeals procedure

Hasmonean MAT will provide a process for a candidate to:

- appeal against any decision the centre may make not to seek from the awarding body any information the awarding body holds that would be needed for an appeal; and/or
- appeal against any decision the centre may make not to appeal to the awarding body
- raise concerns about bias, discrimination or something else that suggests that Hasmonean MAT did not behave with care or integrity when determining centre assessment grade or rank order information

How centre assessment grades and rank orders were determined

When responding queries from a candidate (or their parent/carer, with the candidate's written consent) Hasmonean MAT will provide records detailing:

- the process deployed for each subject in calculating centre assessment grades and ranking of all candidates within each grade (or within the cohort where this was required by a particular qualification type)
- 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

Ofqual

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

[Awarding qualifications in summer 2020](#)

[Decisions on exceptional arrangements for assessment and grading in 2020](#) GCSEs, AS, A levels, Extended Project Qualifications and the Advanced Extension Award in maths

[Decisions on exceptional arrangements for assessment and grading in 2020](#) Vocational, technical and other general qualifications

[Extraordinary regulatory framework: General Qualifications, COVID-19 Conditions and Requirements](#)

[Extraordinary regulatory framework: VTO, Covid-19 Conditions and Requirements](#)

Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

Hasmonean MAT has submitted centre assessed grades and rank orders to the relevant awarding body in accordance with the Ofqual guidance¹ on *Awarding qualifications in summer 2020* and in line with the awarding body instructions.

¹ <https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>

For the reason of fairness, awarding bodies are putting these grades through a standardisation process to ensure grading standards are consistent across all centres. The rank order of candidates will not be changed but the final grades candidates receive may be different to the centre assessment grade. Further details of the process used can be found in the [Ofqual Student Guide to Post 16 Qualification Results Summer 2020](#).

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	Qualification type
13/08/2020	GCE A Levels and other Level 3 BTEC qualifications
20/08/2020	GCSE and other Level 1/2 BTEC qualifications

Functional Skills results should be available by the end of July 2020. Workskills results should be available by 20th August 2020.

Arrangements for results day(s)

Results will be available on Bromcom from 8.00am on results days. Members of staff will be available to deal with any queries about results days via zoom and/or email. **Both school sites will be closed on results days.**

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 see [Ofqual Student Guide to Post 16 Qualification Results Summer 2020](#). The *National Careers Service Exam Results Helpline*² 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.

² <https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies are also likely to provide information for students about results. Hasmonean MAT 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 Officers (j.leigh@hasmonean.co.uk (boys' school) and n.james@hasmonean.co.uk (girls' school)) to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body or whether the exam board made an error in handling your data or whether your mock result might be relevant.
- If you have concerns about bias, discrimination or something else that suggests that Hasmonean MAT did not behave with care or integrity when determining centre assessment grade or rank order information, you should first raise these concerns with your Year Leader. If you are concerned about your Year Leader, you should contact your Headteacher. You should use **form B** on page 11 to do this and this should be submitted to the relevant Exams Officer for onwards transmission to your Year Leader/Headteacher in the first instance by **1st September 2020**. A response will be submitted to you within 5 working days. If, having received that response, you do not feel that your concerns have been properly dealt with, you could also pass such evidence on to the exam boards who could investigate for potential malpractice. The closing date for submission of concerns on the grounds of bias/ discrimination to the exam boards is **17th September 2020**.
- 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 2020 or in the summer series 2021.

Arrangements for appeals

A candidate cannot:

- **appeal against their centre assessment grades and position in the rank order**
- **appeal in respect of the process or procedure used by Hasmonean MAT in calculating their centre assessment grades and position in the rank order**
- **appeal directly in any respect to the awarding body, save where concerns about bias or discrimination have not been dealt with properly by Hasmonean MAT (see below).**

Candidates should note that if an appeal is lodged their grade can go up, down or stay the same.

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 make an external 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 (including where you have concerns about your mock grade)

[Form 1](#) should be used for A level appeals

[Form 2](#) should be used for GCSE OCR appeals

[Form 3](#) should be used for GCSE Pearson appeals

[Form 4](#) should be used for GCSE AQA appeals

[Form 4a](#) should be used for BTEC appeals

- make an internal 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 make an external appeal to the awarding body
- Raise concerns about bias, discrimination or something else that suggests that Hasmonian MAT did not behave with care or integrity when determining centre assessment grade or rank order information using form B on page 11.

Certificates

In the autumn candidates will be informed by letter/ email when certificates for summer 2020 are available. Certificates, when received from the awarding body, should be collected from reception at the relevant school.

Internal appeals procedure

Hasmonian MAT 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 placing the procedure on the website.
- 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.

Hasmonian MAT 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 may be submitted to the centre where a candidate (or his/her parent/carer, with the candidate's written consent) 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 (ground 1)
- appeal against the centre's decision not to appeal to the awarding body (ground 2)
- Raise concerns about bias, discrimination or something else that suggests that Hasmonian MAT did not behave with care or integrity when determining centre assessment grade or rank order information (ground 3)

An internal appeal on grounds 1&2 should be submitted by:

- completing and submitting an **internal appeals form** (Form A - see page 10) to the centre's exams officer by 1st September 2020. The candidate will be informed of the outcome of the internal appeal within 7 calendar days 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.

An internal appeal on ground 3 should be submitted by:

- completing and submitting an **internal appeals form** (Form B - see page 11) to the centre's exams officer by 1st September 2020. The candidate will be informed of the outcome of the internal appeal within 7 working days.

If the internal appeal on grounds 1&2 is upheld by the centre:

- Hasmonian MAT will request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body
- Hasmonian MAT will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals

If the internal appeal on ground 3 is not upheld by the centre, the candidate will be advised of their right to contact the relevant exam board.

- Fees may be charged for any internal and external appeals. Where an appeal is upheld the fee will be refunded in full. Details of fees can be requested from your exams officer.

Queries

If you have any queries about results and appeals please contact the exams officers

j.leigh@hasmonian.co.uk – boys' school

n.james@hasmonian.co.uk -girls' school

Internal appeals form A

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 external 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 by 1st September 2020.

Internal appeals form B

Summer 2020 awarding

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Name of appellant		Awarding body	
Candidate name if different to appellant		Qualification type Subject	
<p>Please state the grounds for concerns that Hasmonean MAT has shown bias or discrimination towards you in relation to the centre assessed grades and/ or rank orders submitted in relation to your A levels/GCSEs/BTECs:</p>			
<p>If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed</p>			
Appellant signature:		Date of signature:	

This form must be signed, dated and returned to the exams officer on behalf of the Year Leader/ Head of Centre by 1st September 2020

Complaints and appeals log

On receipt, all complaints/appeals are assigned a reference number and logged. Outcome and outcome date is also recorded.

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date