



# Appeals Procedures Public Examinations 2020

## 1. Introduction

The summer 2020 exams season has been unparalleled, with the cancellation of all GCSE, AS and A2 examinations.

This policy duly outlines an exceptional appeals process which will remain in place for this season only. It is a result of the directions that the summer 2020 exam series for GCSE, GCE AS and A level qualifications should be cancelled following the COVID-19 outbreak and the subsequent arrangements made by the regulators to ensure that as many candidates as possible could receive qualifications based on calculated results. This involved schools submitting Centre Assessment Grades and rank ordering of students to exam boards, followed by statistical modelling and standardisation by the exam boards. Potential key messages from this process are as follows:

- Teachers know their students well and centres are able to assess grades with a high degree of accuracy.
- The grades centres submitted to the exam boards were agreed by the centre following an internal quality assurance process and are not the sole responsibility of any individual teacher.
- The standardisation models developed and approved by the Regulator is statistical and may not reflect the grades submitted by the centre.
- The standardisation process applied by the exam boards ensures grades awarded this year are consistent with those awarded to other cohorts in other years.
- This was the fairest possible approach available under extreme circumstances. It is a rigorous process which means that grades awarded this year are as valid as in any other year.
- This process will hopefully allow pupils to progress to the next stage of their lives in the normal way.

The regulators were directed to develop an appeals process that focuses on the accuracy and application of the data provided, rather than challenge teachers' professional judgement on the ability of individual students. Therefore, there is not an appeals process premised on scrutiny of the professional judgement on which a centre's assessment grades were determined and also not an appeals process for a student to challenge their position in a centre's rank order.

Any concerns that a candidate (student) or group of candidates may have been subject to bias or discrimination, should be raised directly with the centre and escalated through the school's Complaints Policy, available on the school website. In addition, evidence of bias, discrimination or other improper action by a centre may be presented to an awarding body who may then investigate the matter as alleged malpractice.

## 2. Appeals Process

Using the processes outlined in this policy, a student who believes that an error has been made by the centre (Bloomfield Collegiate School) or by the exam board which has affected their result can raise this with the centre to be considered and resolved. If it is found that a centre-based error was made, the centre can then ask the exam board to rectify this (if required) on the student's behalf.

If the centre and student believe that the exam board has made a mistake, an appeal can be lodged to the exam board.

Candidates can also complain to the centre if, for example, they believe they have suffered from discrimination or negative bias.

Candidates and/or their parents/carers cannot appeal directly to an awarding body. Candidates may make representations to the Principal (head of the centre) who submits information to the awarding body on behalf of that candidate. The head of centre's decision as to whether to proceed with an appeal is subject to the centre's internal appeal arrangements.

Appeals cannot be submitted before the published results day, must be supported by evidence and must provide a clear explanation of the basis for the appeal in all cases. An appeal may be submitted if the head of centre considers that:

- the awarding body did not apply procedures consistently, or procedures were not followed properly and fairly; or
- the awarding body used the wrong data \* (as defined by JCQ) in calculating results; or
- the result generated was incorrectly issued by the awarding body to one or more candidates.

\* wrong data includes where:

- the centre provided the awarding body with incorrect data (centre error); or
- the awarding body used an incorrect data set, which includes the transposition of data sets from two or more centres (awarding body error); or
- the awarding body introduced errors into a specified data set (awarding body error); or
- in exceptional circumstances, the centre establishes an exceptional factor that undermines the assumption that using a default data set is the most appropriate basis to calculate results. This would require a centre to establish that its previous cohorts of candidates are not sufficiently representative of the 2020 cohort to reliably inform the calculation of results.

## 3. How candidates request an internal review

A candidate can request an internal review at a centre-level followed by the submission of an appeal by the centre on their behalf to the exam board if he/she is of the view that the centre (Bloomfield Collegiate School) did not apply the school's procedures consistently, or procedures were not followed properly and fairly.

- (i) A candidate wishing to lodge a request for a centre-level internal review must do so within 5 working days of receipt of his/her results. A request must be made to the Principal in writing, clearly outlining the rationale for the review (see attached pro-forma).
- (ii) The request will be acknowledged, in writing, within 3 working days.
- (iii) Following the receipt of a request for an internal review the Principal will instigate the school's Internal Review Procedure and report the outcome to the candidate within 10 working days of receipt of the request.

#### **4. Bloomfield Collegiate School's Internal Review Procedure Summer 2020**

The first stage will be a request for a centre-based internal review as outlined in section 3. This is the mechanism which asks the centre to confirm that the information it had submitted about a candidate to the exam board was accurate.

The head of centre will appoint two members of staff who were not previously involved in the final Centre Assessment Grading process for the subject(s) in question, to investigate the request. They will clarify if the correct data and procedures were applied consistently, properly and fairly in respect of the candidate, via discussion and review of the information with the appropriate members of staff, in the following order:

- Head of Department
- Examinations Officer

The outcome of the investigation will be reported to the Principal, who will respond to the candidate, in writing, outlining whether or not an appeal will be submitted to the awarding body on their behalf. If an error is identified, the centre will inform the awarding body of the error and request the error is corrected.

A written record of the review will be kept and made available to the awarding body upon request.

The school may make a decision not to forward an appeal to the exam board if it is satisfied that its internal procedures are correct and if it is satisfied that there is no apparent mistake on the part of the exam board.

If the student disagrees with the decision by the centre that an appeal should not be made to the exam board, they may write to the Chairperson of the Board of Governors. The Chairperson will be responsible for referring the complaint to a Complaints Sub-Committee of the Board of Governors, which will investigate and respond to the complaint in accordance with the school's Complaints Policy.

If the student remains dissatisfied with the centre's handling of the complaint, the student can report their complaint and the centre's handling of it to the relevant awarding body.

Please note that there will be a small fee for appeals made to English and Welsh exam boards.



# Bloomfield Collegiate School Results Appeal Request 2020

Name: \_\_\_\_\_ Form: \_\_\_\_\_

Qualification / Subject	Grade Awarded	Reason For Appeal

Signed (Pupil): \_\_\_\_\_

Date: \_\_\_\_\_

**Please return to the Principal's Secretary**