



Summer 2020 Results

Appeals Process

Process of Centre Assessed Grades

Autumn 2020 Series Re-Sits

July 2020



Information for Centre

Results and Appeals

Centre assessment grades and rank orders

Wilson Stuart School:

- Will not divulge provisional centre assessment grades, nor rank orders, with 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 release centre assessed grades **only** upon written request of the student directly by, **Friday 4th September 2020**. Students will have the following options:
 - The student may complete & sign a CAG request form which will be enclosed within their exam results. The form may be handed into the exams officer on results day (Thursday 20th August 2020) within the students allotted time to collect results.
 - The student may email the exams officer directly (d.shipley@wilsonstuart.co.uk) using their Wilson Stuart email account to, attach a scanned copy or clear photograph of the completed & signed CAG request form by **Monday 31st August 2020** to ensure that the CAGs are released within the specified time frame listed above.
 - The student will also need to confirm on the CAG request form whether they give their permission to release CAG information to their parents should they contact school and request this.
 - Postal CAG request forms will not be accepted due to the centre not opening during the summer break under the current circumstances
 - **Only completed and signed forms from the student directly will be accepted.**

Wilson Stuart School Process on Centre Assessment Grades & Rank Ordering

In the event of any query from a student, Wilson Stuart School will clearly reference in this guidance, the process of centre assessed grades, including the check for accuracy and review by heads of department/subject leads, which was undertaken in each subject area within the centre. The capturing and approval of this information will confirm that the Head of Centre and Senior Leadership Team have ensured that awarding body and Ofqual guidance in relation to the grading and ranking of students has been followed and adhered to and support the basis upon which the Head of Centre declaration was signed.

Wilson Stuart School can confirm that the professional experience of teaching staff was deployed to make a fair and objective judgement of the grade they believe a student is most likely to have achieved had they sat their exams this year. Judgements were objective, and based upon student performance.

Grading and ranking decisions for each student were based upon a holistic professional judgement which balanced different sources of evidence and data.

Grades and ranking were decided on an objective basis and not on any characteristics protected under equalities legislation such as a student's sex, race, religion/belief, disability status, gender reassignment or sexual orientation.



Similarly, that judgements were not affected by a student's behaviour (both good and poor), character, appearance or social background, or the performance of their siblings.

Previous results in the centre in their subject and the performance of this year's students compared to those in previous years were factors which were considered in the grading and ranking process.

The Centre Assessed Grade and Rank Order Process:

- The Exams Officer to collate and distribute Ofqual and Awarding Body guidance and regulations to each subject lead, Senior Leadership Team & Head of Centre for all qualifications studied at Wilson Stuart School
- The Exams Officer to provide CAG & Rank Order templates, subject lead declaration statement & Internal deadlines to complete the process
- When applying centre assessed grades (CAG) all subject leads used the following evidence to determine the CAG to be submitted to the awarding bodies as outline in the Guidance for Teachers: Summer 2020 made available by Ofqual:
 - Progress Review Data from Solar
 - Class/book work completed up to Friday 20th March 2020
 - Participation in performance on any non-exam assessment (NEA) even if this had not been fully completed
 - Internal Assessments and Mock Examinations taken over the course of study
 - Performance in class & homework assignments/assessments
- When applying a Rank Order within each grade for each subject, subject leads made highly experienced decisions on the full range of evidence that was available by ranking students where 1 is the most secure and 2 is the next most secure and so on
- Each set of centre assessed grades and rank orders must be signed off by at least 2 teachers within the subject, one of whom should be the subject lead. Where the teacher for the subject is also the subject lead, the Head of Department or Head of Centre should act as the second sign-off. The Sign-off will be sent electronically to the Exams Officer, Senior Leadership Team member responsible for exams & assessments and the Head of Centre authorising and declaring the following:
 - CAGs & Rank Order are correct and ready for submission.
 - They are the professional judgments after evaluating all evidence to date.
 - They are confident that they honestly and fairly represent the grades that the candidates would have been most likely to achieve if they had taken their exams as planned.
 - They are able to supply evidence should JCQ or an Awarding Body request it to support the centres decision and that the evidence will remain available from now until the end of the appeals process.
 - Understand that failure to provide evidence upon request, and within the timescales specified, may mean that results will not be issued.
 - Centre Assessed Grades, and Rank Orders of students, have not been discussed with candidates, their parents/legal guardians, or any other individuals outside the centre
- The CAG & Rank Orders for each subject to be submitted to the Exams Officer, Senior Leadership Team member responsible for exams and assessments and the Head of Centre to review. CAG & Rank Order to be returned to the Subject Lead if any errors or discrepancies are found. If the data is correct, the Senior Leadership Team member responsible for exams and assessments will send electronic confirmation to the exams officer to start inputting the data into the Awarding Bodies CAG Electronic Portal/System.



- Before submitting the CAG & Rank Order, the Senior Leadership Team member responsible for exams and assessments will act as a second pair of eyes check and electronically confirm that data is correct and authorise the submission to the awarding body
- The Exams Officer to alert the Head of Centre to check the submissions for each set of CAG's submitted and confirm approval by completing and submitting the Head of Centre Declaration for each exam board. Where the Head of Centre is unavailable, they may assign a Deputy to act on their behalf.

Final grades

Wilson Stuart School will:

- Issue results in accordance with the *Information for Candidates - Results, Appeals and Certificates* document
- 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)

Wilson Stuart School 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 appeals

Wilson Stuart School 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 by the Wilson Stuart School 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 where Wilson Stuart School believe:
 - 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
- Collect consent from a candidate before any appeal is submitted to the awarding body.

Internal appeals procedure

Wilson Stuart School 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
- Not to appeal to the awarding body

How centre assessment grades and rank orders were determined

To respond to any queries, challenges or internal appeals from a candidate (or their parent/carer) Wilson Stuart School will provide:

- 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 support given to any newly qualified teachers in grading and ranking 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

Ofqual

[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: VTQ, Covid-19 Conditions and Requirements](#)



Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

Wilson Stuart School has submitted provisional (centre assessment) grade(s) and rank order(s) 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.

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 Thursday 20th August 2020

Arrangements for results day(s)

Date	Qualification type	How results will be issued
20/08/2020	GCSE & Technical Awards	GCSE students have been invited into school via an allotted appointment. Letters have been sent to the students home address and posted via a message on the Wilson Stuart School/Parent communication system Weduc
20/08/2020	Entry Level and other Level 1/2 qualifications	Any student who was not entered for GCSE will have their results posted 1 st class to their home address

- Results will not be issued/released/posted to any candidate before 8.00 am on Thursday 20th August 2020
- Results, or information derived from results, must not be divulged or discussed on social media such as Facebook or Twitter
- Centres must not release results data to Local Authorities until after 9.30am on the appropriate date for the publication of results
- Centres must not issue press releases or statements to the media under any circumstances until after 9.30am on the appropriate date for the publication of results
- Results data must not be shared more widely until after the candidates have received their results
- Due to the unprecedented circumstances and school continuing to social distance to keep staff and students safe, only GCSE students will attend site to collect their results at their allotted time appointment. The centre will be closed from 14.00pm on Thursday 20th August 2020.
 - **Students with allotted appointments must arrive on time**, if a student misses their allocated time slot, School cannot guarantee that they will be able to see students should they wish to discuss and require any advice or guidance on results. If a student does not attend site to collect their exam results, these will then be posted 1st class after 14.00pm



- Students may bring a member of their family with them for support however; we will not distribute results over the phone, or by email and we are not permitted to give your results to a family member or friend
- Upon arrival, students and their family member will be required to line up outside the main front door, ensuring that they are 2m social distancing from any other students & their families arriving to site
- A member of staff will collect the student at their allotted time and escort them through to reception where they will have their temperature taken and asked to sanitise their hands. Students and their family member may wear a mask if they wish to.
- Students and their family member will be escorted to the Community Room to receive their results and speak to designated staff on site following the one way system around school
- Upon Leaving, a member of staff will escort students and their family member through the one way system back to the main front doors
- The following staff members will be on site:
 - Steve Hughes, Executive Head Teacher
 - Liz Dean, Head of Secondary
 - Tom Elmes, Associate Head of Secondary
 - Dannii Shipley, Exams Officer

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*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 will also likely provide information for students about results. Wilson Stuart 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 Wilson Stuart School to:

- Check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- Raise a complaint with Wilson Stuart School 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 malpractice
- 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:

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 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
- 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 candidate cannot:

- Appeal against their centre assessment grades and position in the rank order
- Appeal in respect of the process or procedure used by Wilson Stuart School in calculating the centre assessment grades and position in the rank order
- Appeal directly in any respect to the awarding body

Certificates

Certificates, when received from the awarding body, will be issued to candidates at Wilson Stuart School's Awards Presentation Evening.

Certificates can be collected on behalf of a student by third parties, provided that written consent from the candidate has been submitted to the exams department at Wilson Stuart School. Any third party authorised to collect certificates on behalf of the student must provide suitable identification that confirms who they are.

All certificates must be signed for and logs of all certificates arriving in the centre ready to be issued out at awards evening and records of certificates collected by students are obtained by the exams officer and located on the schools exams area.

Internal appeals procedure

Wilson Stuart 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 via the schools website and through the School/Parent communication app Weduc
- 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

Wilson Stuart 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 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 can be submitted to the centre where a candidate 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

- Completing and submitting an **internal appeals form** by **Monday 24th August 2020** prior to the centre's internal deadline for submitting a request for an appeal. **The Appeal must be completed and signed by the student and sent to d.shiple@wilsonstuart.co.uk from the students Wilson Stuart email account. Alternatively students may submit directly on results day within the time allocated appointment slot.**

The appellant will be informed of the outcome of the appeal **by Friday 28th August 2020.**

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 must be paid to the centre by the appellant before the appeal is submitted to the awarding body (fees are available from the exams officer on results day)**
- **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.**



Executive Head MR STEVE HUGHES
 Perry Common Road, Erdington, Birmingham, B23 7AT

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	
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 to the timescale indicated in the internal appeals procedure



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Request for Centre Assessed Grade

Summer 2020 awarding

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your request on the form below

- Request a centre assessed grade for a specific subject / qualification
- Request centre assessed grade for all qualification results issued on results day

Name of Candidate		Do you give Wilson Stuart School permission to share your CAG with your Parents should they make a request? Please circle	Yes / No

If you are requesting a centre assessed grade for a specific subjects / qualifications, please list the awarding body and qualification titles below:

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Candidate 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



Autumn 2020 Re-sit Opportunities

The Secretary of State for Education announced on 23rd March, there will be an opportunity for students to sit exams as soon as possible after schools and colleges reopen. These exams will act as a backstop to the summer arrangements, students will be able to sit them if they feel they could have demonstrated improved performance in an exam or if they need an improved result to progress onto the next stage of their education.

Wilson Stuart school will be responsible for entering students in the Autumn 2020 Series whom have requested to re-sit their exams following the outcomes of their results for those students which were entered for summer 2020 examinations which, were cancelled due to the covid-19 pandemic with the exception of, students who gained a grade 3 and below in GCSE Maths & English. These students will re-sit GCSE Maths & English at the setting they are on roll with in September 2020.

The DfE's expectation is that the centre whom originally entered students for exams in the summer series will know the candidate best, have links with existing awarding bodies and will be aware of any reasonable adjustments that are needed (Access Arrangements)

JCQ has recently announced the dates for the Autumn 2020 Series:

- GCSE Examinations start on **Monday 2nd November 2020 and finish on Monday 23rd November 2020**
- Exam boards have still yet to confirm the timetable for the Autumn 2020 Series and will contact centres in due course.

Ofqual recently published their decisions on the Autumn exams:

- Awarding bodies have the right to withdraw an exam where no entries were made by the published deadline
- Students who did not receive a centre assessed grade where the centre did not have sufficient evidence to support this will have the right to re-sit opportunities in the autumn term
- Students will sit the same number of written exams in each subject requested to re-sit in the same format
- Autumn results will be passed on exam performance alone with no Non-Examination Assessments (NEAs) to be sat with the exception of GCSE Art & Design
- GCSE Art & Design:
 - Student will sit a fresh task (NEA) which will be undertaken under normal strict GCSE conditions
 - The NEA will be marked by the exam board
- Endorsements:
 - GCSE English Language NEA will be carried forward for any student wishing to re-sit
- Results & Appeals:
 - Results will be issued in early 2021 and the normal review of marking & appeals process applies

Ofqual, JCQ & Awarding bodies are still to confirm the following:

- GCSE written exams timetable
- The cost for each subject exam which is payable by the student
- A decision on whether the 2019-20 reasonable adjustments outcomes will be carried forward
- A decision on whether students will sit exams under the 2019/20 or 2020/21 regulations
- GCSE results day release of grades
- GCSE appeals dealines and outcome dates



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Request for GCSE Re-sit following the outcome of Summer 2020 results

Autumn Series 2020 Re-sits

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your request on the form below

- I am unhappy with my Summer Results and wish to re-sit in the autumn term to improve my grade. **Please use the box below to list the GCSE qualification you wish to re-sit. This form will need to be submitted via email to d.shipley@wilsonstuart.co.uk by 31st August 2020. Students will be required to make payment for any exam they wish to re-sit by Friday 4th September via a BACs transfer (Bank Details TBC) Failure to make payment by this date will result in your entries being withdrawn.**
- I am happy with my Summer Results and **do not** wish to re-sit my exams in the autumn series

Name of Candidate		Are you returning to Wilson Stuart 6 th Form in September 2020	Yes / No

If you are requesting to re-sit any of your exams in the autumn series, please list the GCSE qualifications below:

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Candidate 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

