



Summer 2020 Centre Assessed Grades Results and Appeals process

Updated August 2020

Information for Centre

Results and Appeals

Centre Assessment Grades and Rank Orders

Wyvern College

- will not divulge provisional centre assessment grades (CAG), 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 reveal centre assessment grades and/or rankings following the issue of results upon request in writing, by a candidate. Wyvern College will acknowledge receipt of request within 3 working days.

Final grades

Wyvern College will:

- issue results in accordance with the centre's *Information for Candidates - Results, Appeals and Certificates* document (detailed on pages 4-6)
- 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)

Wyvern College 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

Wyvern College 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
- 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 student has evidence of bias or discrimination
- 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

Wyvern College 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) Wyvern College 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 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

CAGs, Results, Appeals and Certificates

Centre assessment grades and rank orders

Wyvern College has submitted provisional centre assessment grades (CAG) 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>

As I am sure you will appreciate this is the first time schools have been asked to submit centre assessed grades. However, our assessment practices in college are very strong and we have collected a lot of evidence of students' work over the three-year key stage 4.

We felt it would be helpful to share with students and parents the methodology we used and some of the information we shared with staff to ensure transparency.

Schools were issued with guidance from the DfE. Some key points are summarised below:

- Schools need to provide a Teacher Assessed Grade (also referred to as a Centre Assessed Grades or CAG) which is the grade a student would **most likely have achieved** had exams gone ahead and all non-examined assessment had been completed
- Teachers will use a range of evidence and data, including performance in trial exams and non-examined assessment to arrive at a grade which is a holistic professional judgement
- Teachers and leaders should have a good understanding of their students' performance over the course of study, how they compare within the cohort and in comparison to previous cohorts
- Assume that it is no harder or easier for a student to achieve a particular grade this year, compared to previous years
- Prior to submission each grade needs to be rank ordered e.g. all the grade 7's in History need to be ranked from 1 – 17 (assuming you award 17 grade 7's)
- 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.

Teachers were directed to ensure we were as professional as we could be in this task and arrive at the fairest grade in order to uphold the integrity of previous, and future, grade sets.

Although each course is different, we had a lot of information to consider since the students began their courses in September of Year 9

We asked staff to consider:

- Y10 summative examination score / result
- Y11 trials 1 (+trials 2 for core) examination score / result
- Review the Projected Final Grade (PFG) which has been issued to students and parents since at least Summer Y10
- Any NEA work undertaken prior to the enforced closure
- Where relevant, consider the initial mind-set a student has adopted to revision in the weeks before closure i.e. attendance at optional revision sessions, completion of home learning revision tasks, completion of past papers or equivalent

This was the advice given to teachers:

- Over many years, we have tried hard to ensure we do not enter data in isolation and we have always allocated time to allow colleagues to enter data after discussion with colleagues.
- Discussing grades and verbalising your thought process with others can, and does, make the task much easier. In addition, it should provide you with re-assurance and confidence when awarding grades.
- Please ensure you liaise with the relevant colleague if you have a shared class to ensure any grades submitted are agreed.
- Your Curriculum Leader may also wish to work with you during this process.

When all the above information has been reviewed the following steps are undertaken.

- Step 1
Arrive at a single grade, which is the grade you feel the student **would have gone on to achieve** had examinations gone ahead.
- Step 2
Arrive at a more precise fine grade.
We currently have a system of fine grading PFGs with established definitions which has worked well for many years e.g.:

6+	secure at this grade; potential to achieve higher grade
6=	most likely grade
6-	vulnerable at this grade
- Step 3
Rank all the students in your own class across each grade.

When this phase was completed we undertook a comprehensive moderation process across each class, and across the year group, to ensure consistency.

In addition, we compared what the data set looked like at student level, class level and subject level when compared to prior attainment, historical performance of subjects, subject progress performance and other statistical information we had available.

Teachers were clear that **‘any changes made to your initial teacher assessed grade will be discussed / shared via your line manager (in most cases your CL) prior to submission.’**

We were content with the Centre Assessed Grades that were submitted to each examination board by Wyvern College.

Final grades

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

Final grades will be issued on Thursday 20th August.

Arrangements for results day(s)

Results will be available for collection between the hours of 9:30am to 11:45am in Wyvern Windows on Thursday 20th August 2020.

Students are asked to collect their results in allocated time slots to ensure social distancing can be adhered to. However, if you or anyone in your household are self-isolating with Covid-19 related symptoms, please do not enter the site.

If you are unable to collect your exam results in person or wish to nominate someone to collect these on your behalf, you must request this in writing to examsoffice@wyvern.hants.sch.uk by Tuesday 18th August. The nominated person must bring a form of identification with them and arrive at the allocated time.

Time (am)	Surnames beginning with
9:30 – 9:45	A, B
9:45 – 10:00	C, D
10:00 – 10:15	E, F, G
10:15 – 10:30	H, I, J, K
10:30 – 10:45	L, M, N
10:45 – 11:00	O, P, Q
11:00 – 11:15	R, S
11:15 – 11:30	T, U, V, W, Y, Z

Students must enter Wyvern Windows via the main college entrance

A member of staff will be available to guide students to the correct entry/exit points.

Students must use hand sanitiser prior to entry. Students are required to sign for the collection of their results. Students are invited to bring their own pens; however, pens will be provided and sanitised between each use.

Students will be directed from Wyvern Windows into the main hall where they will have the opportunity to liaise with the exams officer, the careers advisor and members of SLT if required.

Students will exit the main hall via the tuck area.

Within the results envelope, students will receive:

- A letter from Mr. Ben Rule, Head teacher
- Statement of results from each awarding body. i.e. AQA, Edexcel, OCR etc...
- Information concerning the appeal process and the autumn exam series
- Information about the collection of GCSE Certificates

Results that are not collected in person will be posted to students' home addresses. If your home address has changed since 20th March 2020, please email examsoffice@wyvern.hants.sch.uk with your new details.

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. Wyvern 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 Mrs S Hogan, Exams Officer to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body

- raise a complaint with Mrs S Hogan 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
- 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 only appeal their grades through their centre if they feel the process this summer was not followed correctly in their case.

Candidates must submit their appeal in writing (via email) to Mrs S Hogan, Exams Officer examsoffice@wyvern.hants.sch.uk

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
 - you have evidence of bias or discrimination
 - 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 Wyvern College in calculating their centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body
- appeal on the grounds of a 'mock' or trial examination

Internal appeals procedure

Wyvern College 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 email and publishing on Wyvern College 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
- 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

Wyvern 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 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) 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

An internal appeal should be submitted by:

- completion of the Wyvern College Internal Appeals Form (Page 9 of this document) which can be emailed to examsoffice@wyvern.hants.sch.uk
- the form must be received by **Tuesday 15th September** to ensure the awarding body deadline is met.

The candidate will be informed of the outcome of the internal appeal via email as detailed on the Internal Appeal Form.

If the internal appeal is upheld by the centre:

- Wyvern College will request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body
- Wyvern College will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals
- Wyvern College will seek payment of any charge made by the awarding bodies for a preliminary appeal.

Certificates

Certificates, when received from the awarding body, will be available for collection by candidates at Prize giving evening on **Tuesday 10th November 2020**. We will be guided by government regulations and will be able to provide further details nearer the time.

Wyvern College - 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	
Candidate 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		Candidate Name if different to appellant	
Email Address		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