



Post Result Procedures & Appeals Policy for GCSE & A Levels Summer 2020

Due to the exceptional circumstances in place this year, the responsibility for calculating grades for students has been under-taken by schools rather than students being assessed via external exams. Ashmole Academy has applied a rigorous, evidence-based process to ensure that student grades are a fair reflection of what each student was expected to achieve had they sat public exams as usual this summer.

The grades submitted by the Academy have also been subjected to a standardisation process by the exams boards, which may have resulted in the adjustment of grades from the original calculation.

Appeals

To help students, Ofqual has produced a guide, which sets out how grades were calculated this year, and the options available to students who believe their results were not properly produced including details on the appeals process.

Below is a summary of the information that Ofqual have provided on appeals for the 2020 summer series of examinations:

- *A Centre may appeal on procedural grounds, on the basis that the wrong data was used to calculate results for Learners, or where there was an administrative error in the issuing of results by an awarding organisation. Awarding organisations should make sure their appeals processes require Centres to submit their supporting evidence at the earliest stage where a mistake by the Centre is said to have occurred and that Centres must explain why data which the Head of Centre declared to be accurate is now considered incorrect.*
- *An appeal on the basis that a Centre has provided incorrect data should not be used as a means for a Learner to disagree with the professional judgments underpinning a centre assessment grade or their position in the rank order.*
- *If there is evidence that the information provided by the Centre was affected by bias or discrimination, or the Centre wrongly failed to take into account reasonable adjustments which would have been provided had exams taken place, the Learner can make a complaint to the Centre and / or an allegation of malpractice or maladministration to the awarding organisation. Separate processes allow results to be corrected, where appropriate, where malpractice or maladministration is found to have taken place.*
- *Centres may appeal where they feel that an error has been made by the awarding body.*
- *An appeal may be submitted based on valid mock results if students consider that their calculated grades are incorrect.*

Should you wish to read the full Ofqual guidance, details can be found on the Exams page of the Ashmole Academy website or on the Exams page on Firefly.

Circumstances for Appeal

1. Administrative Error

The academy will conduct a full administrative check before students are issued with their results.

Where the exam boards award a student with a grade which appears to be incorrect, the academy will investigate the grade awarded and, if appropriate, will appeal on behalf of any student who has been affected. This will be communicated to any students affected.

If a student feels that an error has been made which has not been addressed by the school, they should email appeals2020@ashmoleacademy.org stating clearly which subject grade they wish to query. The school will check the grade that was submitted to ensure no clerical error was made. If it is clear that a clerical error has been made the school will present its evidence to the exam board and will contact the student concerned to let them know that this is taking place. The school will also confirm to the student if it finds that there has been no error, in such instances the school will not launch an appeal to the exam board.

2. Bias or Discrimination

Students are entitled to lodge a complaint if they feel that there is clear evidence of bias or discrimination against them. In this case, they should email appeals2020@ashmoleacademy.org indicating clearly the basis for their claim and the evidence with which to support it.

Students also have the right, in the case of malpractice or maladministration, to approach the exam board with their complaint. Details of the exam boards can be found on the Exams page in Firefly or in the Public Exams section of the Ashmole Academy web site.

3. Whole Subject Appeal

In circumstances where the exam boards have adjusted a whole subject cohort's grades that department will investigate the grades awarded and, if appropriate, will appeal on behalf of all students who have been affected.

4. Consideration of Mock Exams

Further information about this process will be released when it is available from Ofqual and the examination boards.

Note that the Head of Centre will make the final decision as to whether an appeal is to be submitted.

Calculated Grade Request

A student may request information about the grade that was submitted. To do this they would need to email Results2020@ashmoleacademy.org and a grade information request form will be sent to them. A response will be given within 10 days of their completed form being submitted.

Autumn Series of Examinations

Students are permitted to take a resit exam in the autumn term: The exam boards have announced that a full series of exams will be available, which will take place from 5th – 23rd October for A Levels and 2nd – 23rd November for GCSE exams.

Any student considering this option should email Results2020@ashmoleacademy.org with the subject line *Autumn Exam Series* for further details. Note that any entries for the Autumn series need to be submitted by **2nd September for A Levels and 16th September for GCSE exams*** in order to be accepted by the exam boards.

(*the deadline for entries in GCSE English Language and maths will be 1st October)