



## EXAMINATION RESULTS APPEALS GUIDANCE - AUGUST 2020

**Head of Centre: Mrs Kempster**

**Exams Officer: Mrs Singh**

This guidance sets out the process for appealing against results issued in summer 2020 by the JCQ awarding bodies for GCSE.

This is an exceptional appeal process and the result of the directions that the summer 2020 examination series for GCSE qualifications should be cancelled following the COVID-19 outbreak and the subsequent arrangements made by the regulators to ensure that candidates could receive qualifications based on calculated results.

The regulators were directed to develop an appeal process that focused on the accuracy and application of the data provided, rather than challenge teachers' professional judgement on the ability of individual pupils. This aim sets the context within which the awarding bodies will handle appeals for the summer 2020 exam series, in accordance with the GQCovid Extraordinary Regulatory Framework published by the regulators.

Any concerns that a candidate may have been subject to bias or discrimination, should be raised directly with the School through the normal complaints process.

Awarding bodies charge a fee for each stage of an appeal against results. Details of these fees can be obtained from the Exams Officer. The fee will be refunded if the appeal is upheld, other than where the upheld ground of appeal is a Centre error.

### **Who can appeal and when?**

An appeal must be authorised by the Head of Centre, on behalf of any candidate for whom data has been provided for the purposes of calculating a grade in a relevant qualification. Candidates and/or their parents/carers cannot appeal directly to an awarding body.

Before authorising the appeal for submission, the Head of Centre must be able to demonstrate that the Centre has the written consent of all candidates on whose behalf they are appealing.

PGHS has in place appropriate arrangements that allow candidates to:

- a) apply to the Centre to request:
  - relevant information from awarding bodies in respect of their result(s); and
  - submission of an appeal by the Centre on their behalf; and
- b) appeal any decision by the Centre that such a request should not be made, and for the Centre to determine that appeal.

Appeals 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:

- a) the awarding body did not apply procedures consistently, or procedures were not followed properly and fairly; or
- b) the awarding body used the wrong data in calculating results; or
- c) the result generated was incorrectly issued by the awarding body.

### **Who do I need to contact to make an appeal?**

If you require any additional information about your GCSE results, please contact Mrs Kempster on [office@pghs.co.uk](mailto:office@pghs.co.uk) in the first instance. Depending on the information required, Mrs Kempster may contact the relevant Head of Department or the Exams Officer.

If an appeal to the Examination Board is considered to be the most appropriate way forward, Mrs Kempster will discuss the next steps in this guidance document with you.

If your request for an appeal to be submitted to the Examination Board is not supported, Mrs Kempster will discuss this and any next steps with you.

### **How to appeal**

Applications for an appeal must be made to the Head of Centre by Tuesday 1<sup>st</sup> September 2020 using the forms in this document.

Awarding bodies will provide sufficient information to enable the Centre to make an informed decision as to whether to appeal and awarding bodies may charge a fee for this information.

Any action taken by the awarding body to rectify an error identified as the result of an appeal could result in grades being **raised or lowered** or remaining the same for those candidates on whose behalf the appeal has been made.

When an application for appeal is received, the awarding body will decide whether it will be accepted for initial review or not.

### **What happens during the initial review?**

Depending on the grounds of appeal submitted, the initial review involves a check of the relevant data or procedure or process by a member of the awarding body's staff who is suitably competent to verify the procedure and process followed or the data used in reporting a result and who has no personal interest in the decision being appealed.

At the initial review, the case will either be rejected (disallowed) or upheld (allowed), in whole or in part. If the case is upheld, any necessary further action will be undertaken in order to correct/mitigate any errors. This may include action in respect of the results of other candidates affected but not named in the appeal, although their results will not be lowered where they have not consented to the appeal being submitted. Any such work

will always be carried out in accordance with awarding body and inter-board JCQ agreed procedures.

The awarding bodies aim to complete initial reviews within 42 calendar days of the receipt of the application.

**Appeals procedure following the outcome of an initial review**

Where the Head of Centre remains dissatisfied after receiving the outcome of an initial review, an appeal can be made to the awarding body, following the guidance in the JCQ publication <https://www.jcq.org.uk/exams-office/appeals/>.

## PGHS Examination Results Appeals Form

This form should be completed in all cases to lodge an appeal.

<b>Name of appellant</b>		<b>Candidate name</b> <i>if different to appellant</i>	
Awarding Body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

### Appellant declaration

By signing here, I understand that the submission of an appeal will confirm whether or not the examination grade awarded is correct. The appeal process carried out may result in a grade change, **either upwards or downwards**. I have consulted the JCQ appeals information available at <https://www.jcq.org.uk/exams-office/appeals/>

**Signature:**

**Date of signature:**

**The appellant declaration against the relevant appeal must be signed, dated and returned to the Head of Centre, to the timescale indicated in the appeal guidance.**



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

## Appeals, June 2020 examination series

### Candidate consent form

#### Information for candidates

The following information explains what may happen during the appeals process.

If your school or college submits an application for an appeal on your behalf after your subject grade has been issued, there are three possible outcomes:

- Your original calculated grade is lowered, so your final grade may be lower than the original grade you received.
- Your original calculated grade is confirmed as correct, so there is no change to your grade.
- Your original calculated grade is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the appeal, you must sign the form below. (This can be an electronic, handwritten or typed signature.) This tells the head of your school or college that you have understood what the outcome might be, at any stage of the appeals process, and that you give your consent to the appeal being submitted.

#### Candidate consent form

<b>Centre Number</b>	<b>Centre Name</b>
<b>Candidate Number</b>	<b>Candidate Name</b>

Details of enquiry (Awarding Body, Qualification level, Subject title)

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I give my consent to the head of my school or college to start the appeals process for the subject(s) listed above. In giving consent I understand that the appeals process could lead to my final calculated subject grade being lower than, higher than, or the same as the result which was originally awarded for this subject.

**Signed:** .....

**Date:** .....

This form should be retained on the centre's files for at least six months following the outcome of the appeal.

