



Appeals Policy & Procedure for Centre Assessed Grades Summer 2020

This policy is written to cover the exceptional circumstances experienced during summer 2020.

Rationale

The internal processes and procedures undertaken in deciding centre assessed grades and rank orders were designed to reflect the aims of the School's Mission Statement. We aim to help candidates develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. Our Mission Statement is distilled into our Vision Statement, and our aim is to develop our children, pupils and candidates so that they have "Strength of Mind, Strength of Values, Strength of Purpose".

Aim

Ratcliffe College remains committed to ensuring that the processes and procedures of assessing a candidate's grade were undertaken fairly, consistently and in accordance with the guidance issued by Ofqual¹ and the awarding bodies for the exceptional circumstances during the summer of 2020.

Implementation

A candidate's work will have been assessed by subject staff who taught the candidate the examination board specification and Heads of Department who have the appropriate subject specific knowledge, understanding and skills. Therefore, grades will have been allocated by the appropriate staff and will have been based upon a range of evidence of performance by the candidate in the subject (see Centre Assessed Grades policy). All the evidence available will have been used when making these decisions relating to the allocation of Centre Assessed Grades (CAGs) and Rankings. This includes, but is not restricted to, mock examination results, classroom assessments, homework, non-examined assessments (coursework), class work, and end of topic tests. CAGs and ranking decisions will have taken into account SEND status (including any candidate diagnosed after the mock examinations) and any special considerations, in line with the following JCQ publications:

[Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments](#)²

[A guide to the special consideration process General and Vocational qualifications with effect from 1 September 2019](#)³

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887018/Summer_2020_Awarding_GCSEs_A_levels_-_Info_for_Heads_of_Centre_22MAY2020.pdf

² <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/access-arrangements-and-reasonable-adjustments-2019-20>

³ <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2019-2020>

It was a requirement that all teachers involved agreed with the CAG and ranking decisions and that the decisions will have been discussed at departmental meetings. Records were made of all meetings that took place. It was also a requirement that teachers involved with making the decisions about CAGs and Rankings sign a teacher declaration form. The Head of Department and the Head of Centre (delegated to the Senior Deputy Head – Academic) were also required to sign declaration forms. These declaration forms have all been completed and are held on file by the Examinations and Data Manager.

Appeals

The normal Post-Results Review of Marking and Access to Scripts system has been suspended for the summer 2020 examination series.

Under normal circumstances, candidates are able to request a Review of Marking and/or Access to Scripts following the publication of examination results. However, as no examinations have taken place and no non-examination assessment (NEA) has been moderated by the examination boards in summer 2020, this process has been suspended by Ofqual.⁴

After public consultation, Ofqual has published the following decisions:

*“We have decided that we should adopt our proposal that we should **not** provide an opportunity for candidates to challenge their centre assessment grade or their position in the centre’s rank order through an appeal. A candidate will be able to ask their centre to check whether they made an error when submitting a centre assessment grade and including them in the centre’s rank order. They will be able to raise a complaint to their centre if they have evidence of bias or that they were discriminated against.*

This is in line with the Secretary of State’s direction to Ofqual in which he said the appeals process should focus on whether the right data was used and correctly applied, rather than on teachers’ professional judgment.

*We have decided to adopt our proposal that we should **not** provide for an appeal in respect of the process or procedure used by a centre, although a candidate could ask a centre to check whether it had made a mistake when it submitted data about the candidate’s likely grade to the exam board.”⁵ (pages 14 & 15)*

Therefore, appeals in all schools, including Ratcliffe College, cannot be accepted where the basis of the appeal is to question the professional judgement and decisions of Centre staff (teachers and Heads of Department) in determining the CAGs and Rank order.

If a candidate believes an administrative error has been made (this does not include disputes relating to the CAGs and Ranking professional judgement of staff) in awarding a grade, they must, in the first instance, raise the matter with the Centre.

If a candidate believes that one of the following has occurred, they should email the relevant email addresses below with details of why they believe this is to be the case:

- The Centre has made a mistake when submitting information to an examination board.
- An examination board has made a mistake, such as:
 - Using the wrong data to that submitted by the Centre;▪ In calculating a grade;
 - In assigning a grade or
 - In communicating a grade
- There has been bias and/or discrimination in awarding the Centre Assessed Grades and/or Ranking.

⁴https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887018/Summer_2020_Awarding_GCSEs_A_levels_-_Info_for_Heads_of_Centre_22MAY2020.pdf

⁵https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887048/Summer_2020_Awarding_GCSEs_A_levels_-_Consultation_decisions_22MAY2020.pdf

For A Level enquiries: ALevelsummer2020@ratcliffecollege.com

For GCSE enquiries: GCSEsummer2020@ratcliffecollege.com

Candidates must include within their email to the School any relevant evidence which they wish to be taken into account when considering their appeal.

To enable Ratcliffe College to respond within examination boards deadlines, we ask that any appeals are raised by 1.00pm on Friday 4th September 2020. These email addresses will be monitored by the Examinations Officer and will be dealt with within 3 working days.

Candidates who feel that their CAGs or Rankings do not reflect their ability will have the opportunity to take their examinations in the autumn 2020 series or in summer 2021. The scope of the autumn examination series will include all the subjects each examination board made available in summer 2020.

- A Level examinations will run from Monday 5th October until Friday 23rd October.
- GCSE examinations will run from Monday 2nd November until Monday 23rd November.

Please note: All examinations will be available but Ratcliffe College's half-term dates are Monday 19th October until Friday 30th October. Therefore, some examinations may fall within the first week of half-term.

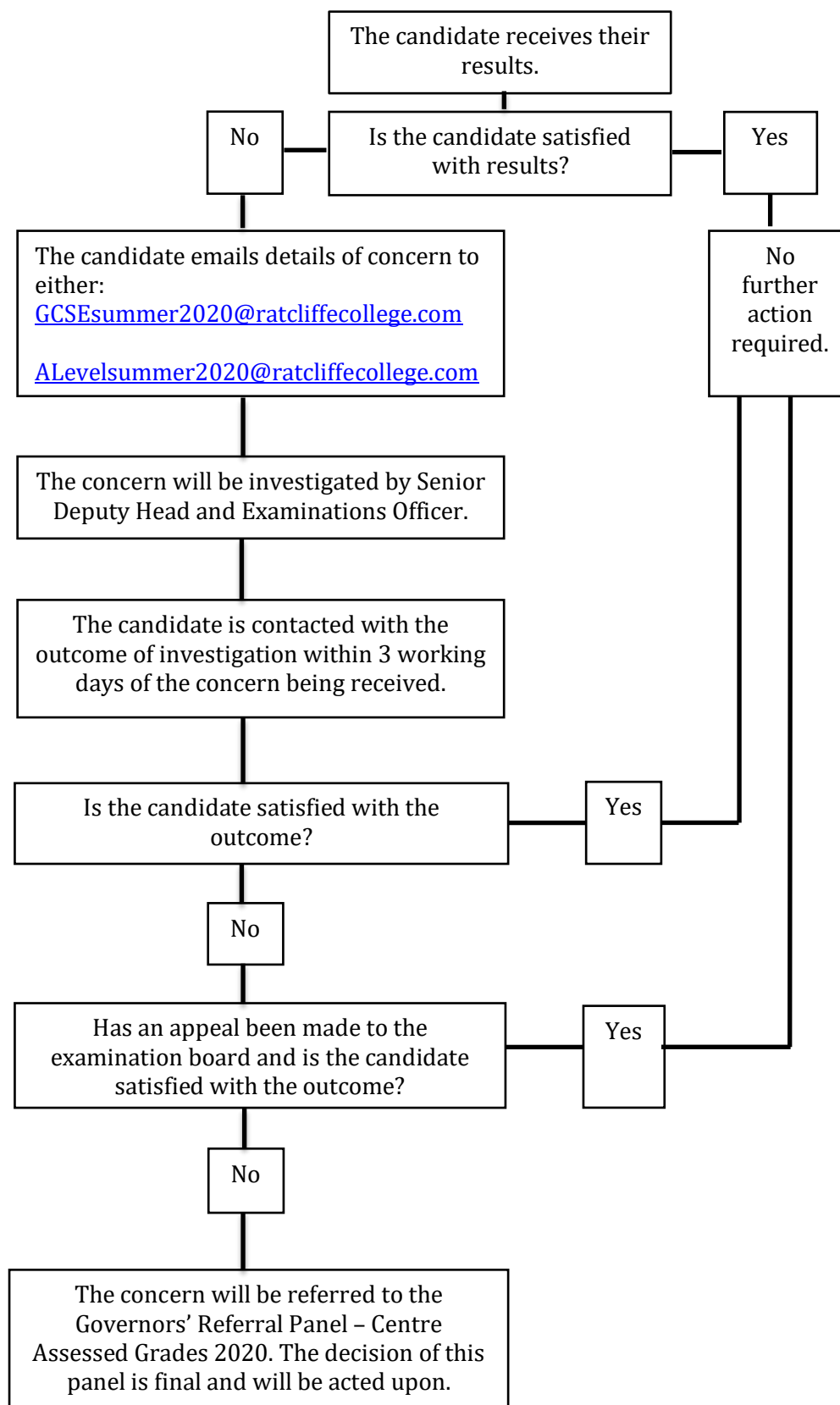
Entry deadline dates:

- A Level entries must be received by the College by 3.00pm on Wednesday 2nd September.
- GCSE entries must be received by the College by 3.00 pm on Wednesday 16th September.

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- The candidate receives their examination results.
- If the candidate has concerns about the results, they must email the details to the appropriate email address below. The email must contain all the relevant details and set out clearly the basis for the appeal.
 - ALevelsummer2020@ratcliffecollege.com
 - GCSEsummer2020@ratcliffecollege.com
- Concerns will be investigated by the Senior Deputy Head and the Examinations and Data Manager.
- The outcome of the investigation will be communicated to the candidate within 3 working days of the School receiving the concern.
- If the candidate is satisfied with the outcome of the investigation, no further action will be required.
- For cases where candidates remain unsatisfied, and there is no possible further appeal to the examination board, the case will be referred to the Governors' Referral Panel

The flowchart below summarises this process.



Governors' Referral Panel for Centre Assessed Grades 2020 (GRP-CAG20)

This will consist of three governors who will convene (either face-to-face or online), as soon as possible, to consider the appeal. They will have prior knowledge of the appropriate College policies and processes and of those issued by external bodies including Ofqual. They will take these into account when assessing whether Ratcliffe College followed all the necessary processes and procedures in determining and reporting CAGs and Rank orders.

The panel will only consider:

- Claims of bias and/or discrimination where a candidate remains dissatisfied with the investigation carried out by the Senior Deputy Head. The panel will draw on all evidence used by the College to determine Centre Assessed Grading and Rank order decisions. Heads of Departments will make this evidence available to the panel on request.
- Concerns where a candidate believes that Ratcliffe College did not follow the processes and procedures necessary for assessing and reporting Centre Assessed Grades and Rank orders for summer 2020.

The panel will **not** consider:

- Claims relating to the professional judgement of Centre staff in deciding CAGs and Rank orders.
- Claims that do not relate to bias and/or discrimination or a failure to follow procedures.

The decision of the panel is final and will be acted upon.

Centres

Appeals by a **Centre** will be permitted where the Centre believes:

- It has made a mistake when submitting its information to an examination board.
- It believes an examination board has made a mistake, such as:
 - Using the wrong data to that submitted;
 - In calculating a grade;
 - In assigning a grade, or
 - In communicating a grade

JCQ and examination boards have yet to publish full details of their appeals process but this policy/procedure will be amended to reflect any updates as are necessary.

This policy was last reviewed by
DC and KR 14th July 2020