

**Lord Grey Academy  
Summer 2020  
Results, Appeals and  
Certification Process**

**July 2020**

# Information for Candidates

## Results, Appeals and Certificates

### Centre assessment grades and rank orders

Lord Grey Academy has submitted provisional (centre assessment) grades and rank orders to the relevant awarding body in accordance with the Ofqual guidance on *Awarding qualifications in summer 2020* and in line with the awarding body instructions.

<sup>1</sup>[Awarding qualifications in summer 2020 - GOV.UK](#)

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, with the exception that students will not collect them in person.

Final grades will be issued on results day(s) in August as follows:

Date	Qualification type
13/08/2020	GCE (AS, A Levels) and other Level 3 qualifications
20/08/2020	GCSE and other Level 1/2 qualifications

### Arrangements for results day(s)

All students and parents have been informed via email and through the Academy website the arrangements for the collection of results on the results days signposting them to relevant people as required.

### 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*<sup>2</sup> 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, carers or guardians to talk about the appeals process and any other questions they may have about their results this summer.

<sup>2</sup>[Careers helpline for teenagers - GOV.UK](#)

Awarding bodies will also likely provide information for students about results. Lord Grey Academy will signpost you to any relevant information at results time.

If you have a concern about a grade you have been awarded, you can email [exams@lordgrey.org.uk](mailto:exams@lordgrey.org.uk) to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint with the Lord Grey Academy Exams Manager 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:
  - o the centre made an error when submitting a centre assessment grade or rank order information
  - o an awarding body made a mistake when calculating, assigning or communicating a grade.
- appeal against the centre's decision
  - o not to seek any information the awarding body holds that would be needed for an appeal; and/or
  - o 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 Lord Grey Academy in calculating their 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 for collection in person, or by a nominated person on behalf of the candidate, with [exams@lordgrey.org.uk](mailto:exams@lordgrey.org.uk) being told who this will be. These will be available from December onwards.

## Internal appeals procedure

Lord Grey Academy 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 letter sent via ParentMail and on our website by issuing *Information for Candidates - Results, Appeals and Certificates* document
- 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.

Lord Grey Academy 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 or guardian) 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:

- completing the **internal appeals form** and emailing it to [exams@lordgrey.org.uk](mailto:exams@lordgrey.org.uk) by no later than 5 working days prior to the centre's internal deadline for submitting a request for an appeal

The candidate will be informed of the outcome of the internal appeal as soon as a decision has been made and in sufficient time for the centre to take any appropriate action where the internal appeal may be upheld

If the internal appeal is upheld by the centre:

- where applicable, the centre will request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body
- where applicable, the centre will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals
- the centre will bear any costs of the appeal *when they support the appeal*

**This process is likely to be amended as the guidance from the DFE is updated**

## 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

- 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.

FOR CENTRE USE ONLY	
Date received	
Reference No.	

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:  
signature:

Date of

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

