



## Summer 2020 examinations results and appeals policy

### Centre assessment grades (CAGs) and rank orders

Newcastle School for Boys ('the School')

- will not share CAGs, nor rank orders, with candidates or parents/carers before the issue of results. This information is exempt from subject access requests under Schedule 2, paragraph 25 of the Data Protection Act 2018.
- understands that any inappropriate disclosure of CAGs and rank order information before the issue of results will be investigated by awarding bodies as potential malpractice.
- will issue a candidate their CAG but not the rank order if a request is received from the candidate. This is because disclosing personal data in relation to rankings increases the possibility of also disclosing personal data relating to other students, i.e. the requestor may be able to deduce the rankings of their cohort. The CAG can only be issued to the candidate following the publication of results. CAGs cannot be issued to parents or carers unless the candidate provides the School with written consent to do so. Candidates may request their CAG using the online form that can be accessed [here](#).
- See also the School's [General privacy notice](#).

### How CAGs and rank orders were determined

In determining CAGs and rank orders, the School followed all relevant guidance and in particular OFQUAL's [Information for Heads of Centre, Heads of Department/subject leads and teachers on the submission of centre assessment grades](#). Teachers and subject leaders used a range of evidence and data to make objective and professional judgements. Where a cohort was taught across more than one teacher in a subject area, careful standardisation was applied. Reviews and checks for accuracy were undertaken as part of the internal sign-off process. Conflicts of interest have been carefully managed and support given to any newly qualified teachers in grading and ranking students. The Headmaster, as Head of Centre, reviewed the relevant processes, CAGs and the rank orders of students to be satisfied that they were a true representation of student performance before making the necessary declarations to the awarding bodies on the submission of data.

## Final grades

The School will issue results in accordance with its *Summer 2020 examinations: results, appeals and certificates - information for candidates*.

## Arrangements for results day(s)

The School will:

- organise results day(s) and inform candidates of the arrangements in place for the collection of/access to their results. See *Summer 2020 examinations: results, appeals and certificates - information for candidates*.
- 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

The School 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
- prior to the issue of results, inform candidates of the arrangements for appeals and the accessibility of senior members of staff at the time of publication of results. See *Summer 2020 examinations: results, appeals and certificates - information for candidates*.
- seek any information the awarding body holds in relation to how final grades were calculated if there is any concern about results.
- submit an appeal to the awarding body on behalf of a candidate, or candidates, where it is believed:
  - the School 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
  - the awarding body made a mistake in the operation of the standardisation model where the wrong data was used to calculate results
  - the awarding body made a mistake when calculating, assigning or communicating a grade

- ask the candidate to provide written informed consent (informed consent via candidate e-mail 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 university or college) that an appeal has been submitted to an awarding body.

The School 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 School 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.

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:
  - the School made an error when submitting a centre assessment grade or rank order information.
  - an awarding body made a mistake when calculating, assigning or communicating a grade.
- appeal against the School's decision not to:
  - seek any information the awarding body holds that would be needed for an appeal; and/or
  - appeal to the awarding body

See *Internal appeals* procedure below.

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 Newcastle School for Boys in calculating their centre assessment grades and position in the rank order.
- appeal directly in any respect to the awarding body.

## Internal appeals procedure

An internal appeal may be submitted to the School where a candidate (or his/her parent/carer) believes there are grounds to appeal against the School'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 and submitting the *Internal appeals request form* by Thursday 10<sup>th</sup> September 2020 or sooner if possible. The form can be accessed [here](#).
- Forms received will be logged by the School and acknowledged.
- The appeal will be referred to the Headmaster/Head of Centre for review.

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 School to take any appropriate action where the internal appeal may be upheld.

If the internal appeal is upheld, the School will, where applicable:

- request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body.
- submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals.
- require that candidates pay any fee that may be charged by the awarding body for a preliminary appeal.

Headmaster  
July 2020