



## **Summer 2020 examinations: results, appeals and certificates - information for candidates**

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

Newcastle School for Boys ('the School') 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 awarding body instructions.

Awarding bodies are putting these grades through a standardisation process to ensure grading standards are consistent across all centres and with those awarded to other cohorts in other years. The rank order of candidates will not be changed but the final calculated grades candidates receive may be different to the centre assessment grade.

### **Final grades**

On candidate statements of results and certificates, final calculated grades will be reported in the same way as in previous years.

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

Date	Qualification type
13/8/2020	GCE (AS, A Levels) and other Level 3 qualifications
20/8/2020	GCSE and other Level 1/2 qualifications

### **Arrangements for results day(s)**

**We are planning to publish individual results to boys' school e-mail addresses from 8am - the earliest time permitted - on each of the above dates.**

Where there are queries about results and their implications including in the case of Year 13 students for university admission, a dedicated team of experienced, key staff will be available to respond to these in person either by phone call/online meeting or on site by appointment.

## Concerns about your results

When you receive your results, if you have queries about your results and require support or guidance, please either call the School on 0191 255 9300 (Option 2 to be put through to the Senior School) or e-mail [examsoffice@newcastleschool.co.uk](mailto:examsoffice@newcastleschool.co.uk) and we will do all that we can to advise and support you. Please do not come to the School initially as we may not be able to see you in person.

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. OFQUAL has also indicated it will make a helpline available to students and their parents or carers to talk about the appeals process and any other questions they may have about their results this summer.

The [National Careers Service](#) will be delivering the exam results helpline during August 2020. Young people or their parents can contact the helpline on 0800 100 900 to speak to a professionally qualified careers adviser if they need advice on their next steps. The helpline will be open from 8am to 10pm from Thursday 13th August until Friday 28th August. After these dates, young people will be able to access ongoing support from the National Careers Service at any time by calling 0800 100 900, visiting [nationalcareers.service.gov.uk/contact-us](https://nationalcareers.service.gov.uk/contact-us) or searching for the National Careers Service on Facebook and Twitter.

Awarding bodies will also likely provide information for students about results. The School will signpost you to any relevant information at results time.

If you have a concern about a grade you have been awarded, you can:

- check whether an error may have been made when submitting your centre assessment grade and rank order to the awarding body.
- seek any information the awarding body holds in relation to how your final grade was calculated.
- obtain information about the opportunity to take an exam in the autumn term or in the summer term 2021.
- raise a complaint 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.

## 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.

- 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 10th 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.

## Certificates

Certificates, when received by the School from the awarding body, will be issued to candidates by post if circumstances mean that collection in person is not possible. It is important that candidates retain their certificates as they will be required to be seen by universities, future employers, etc. The School is not able to provide duplicates. These must be obtained from awarding bodies who charge to provide duplicates or replacements.

Mr Tucker  
Examinations Officer  
July 2020