



# Merchant Taylors' School

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## Merchant Taylors' Girls' School

# Summer 2020 Results and Appeals process

Approved/reviewed by	
M. Surridge/B. Miller	
Last amended	August 2020

## Information for Centre

### Results and Appeals

#### Centre assessment grades and rank orders

Merchant Taylors' Girls' School

- will not divulge provisional Centre Assessment Grades (CAGs), nor rank orders, with candidates or parents/carers before the issue of results
- understands that any inappropriate disclosure of centre assessment grades and rank order information before the issue of results will be investigated by awarding bodies as potential malpractice
- will reveal Centre Assessment Grades information after the issue of results if requested by the candidate – see relevant section in *Information for Candidates - Results, Appeals and Certificates* document (pages 4-6)

#### Final grades

Merchant Taylors' Girls' School will:

- issue results in accordance with the *Information for Candidates - Results, Appeals and Certificates* document (see pages 4-6)
- signpost candidates (and parents/carers) to information provided by key stakeholders at the time final grades are issued to support their understanding of the grades awarded

#### Arrangements for results day(s)

Merchant Taylors' Girls' school will:

- make results available to candidates via email no earlier than 8am on the 13<sup>th</sup> August for AS/A level and 8am on the 20<sup>th</sup> August for GCSEs
- ensure senior members of centre staff are available/accessible to candidates with whom a result/results may be discussed.
- 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

Merchant Taylors' Girls' 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
- make candidates aware of the arrangements in place for appeals prior to the issue of results
- provide candidates with a statement of the arrangements promptly when requested
- seek any information the awarding body holds in relation to how final grades were calculated if there is a concern about any results
- submit an appeal to the awarding body on behalf of a candidate or candidates where it is believed:
  - the centre 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 (and will submit

its supporting evidence at the earliest stage and explain why data which the Head of Centre declared to be accurate is now considered incorrect)

- 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 an administrative error in the issuing of results
- collect consent from a candidate before any appeal is submitted to the awarding body.

### **Internal appeals procedure**

Merchant Taylors' Girls' School will provide a process for a candidate to appeal against any decision the centre may make:

- not to seek from the awarding body any information the awarding body holds that would be needed for an appeal; and/or
- not to appeal to the awarding body

### **How centre assessment grades and rank orders were determined**

To respond to any queries, challenges or internal appeals from a candidate (or their parent/carer) Merchant Taylors' Girls' School will [insert the centre's process, for example, provide records detailing:

- the process deployed for each subject in calculating centre assessment grades and ranking of all candidates within each grade (or within the cohort where this was required by a particular qualification type)
- the support given to any newly qualified teachers in grading and ranking students
- a summary of the evidence and data used to make objective and professional judgements
- the standardisation process where a cohort was taught across several teachers in a subject area
- how any conflicts of interest were managed
- the review and check for accuracy undertaken as part of the internal sign-off process for each subject
- confirmation of the process for head of centre sign-off and submission of the declaration to awarding bodies
- any errors reported by an awarding body after the submission of information and details of how these were resolved]

#### **Reference publications**

##### **Ofqual**

[Awarding qualifications in summer 2020](#)

[Decisions on exceptional arrangements for assessment and grading in 2020](#) GCSEs, AS, A levels, Extended Project Qualifications and the Advanced Extension Award in maths

[Decisions on exceptional arrangements for assessment and grading in 2020](#) Vocational, technical and other general qualifications

[Extraordinary regulatory framework: General Qualifications, COVID-19 Conditions and Requirements](#)

[Extraordinary regulatory framework: VTQ, Covid-19 Conditions and Requirements](#)

## Information for Candidates Results, Appeals and Certificates

### Centre assessment grades and rank orders

Merchant Taylors' Girls' School has submitted provisional centre assessment grades (CAGs) and rank orders to the relevant awarding body in accordance with the Ofqual guidance<sup>1</sup> on *Awarding qualifications in summer 2020* and in line with the awarding body instructions.

<sup>1</sup><https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>

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. The Ofqual video below explains the standardising process in more details.

<https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020#summer-symposium>

Merchant Taylors' Girls' School would also like to direct candidates who are worried about their results to the Ofqual Blog post below

<https://ofqual.blog.gov.uk/2020/07/29/feeling-worried-about-gcse-or-a-level-results-this-year/>

### Final grades

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

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

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

### Arrangements for results day(s)

Merchant Taylors' Girls' school will:

- make results available to candidates via their school email no earlier than 8am on the 13<sup>th</sup> August for AS/A level and 8am on the 20<sup>th</sup> August for GCSEs
- ensure senior members of centre staff are available/accessible to candidates to discuss results and help with their options choices/UCAS and clearing. Please contact Ms J. Baccino on 0151 924 3140 to either arrange a phone conversation or if required book an appointment to come into school.

### Results Day Key Staff contact details

Director of Studies: Mrs B. Miller – 0151 932 2418 – [b.miller@merchanttaylor.com](mailto:b.miller@merchanttaylor.com)

Director of Enrichment and Co-curricular: Mr J. Whitton – 0151 932 2451 – [j.whitton@merchanttaylor.com](mailto:j.whitton@merchanttaylor.com)

### A Level Key Staff contact details:

Head of Sixth Form: Mrs J. Mayne – 0151 932 2416 – [j.mayne@merchanttaylor.com](mailto:j.mayne@merchanttaylor.com)

Head of careers: Mrs V. Mee – 0151 949 9341 or 0151 932 2413 – [v.mee@merchanttaylor.com](mailto:v.mee@merchanttaylor.com)

### GCSE Key Staff contact details

Head of Y11: Mr F. Lawell – 0151 932 2445 – [f.lawell@merchanttaylor.com](mailto:f.lawell@merchanttaylor.com)

## Requesting Centre Assessment Grade information

After results day, candidates can request to receive the centre assessment grade information which Merchant Taylors' Girls' School submitted to the awarding bodies in any of their subjects. These would be the grades the school submitted prior to the external moderation and standardisation process applied by the awarding bodies.

To request this information, candidates must complete the Request for Centre Assessment Grade (CAGs) information form and return it to the examination officer Mrs M. Surrige ([MTGSExams@merchanttaylor.com](mailto:MTGSExams@merchanttaylor.com)). Requests must come from the candidate, not their parent/guardian. The form can be submitted electronically but must originate from the candidate's school email account.

## 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 or carers to talk about the appeals process and any other questions they may have about their results this summer.

<sup>2</sup><https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies will also likely provide information for students about results. Merchant Taylors' Girls' 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 ask Merchant Taylors' Girls' School to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint with either Mrs C. Tao ([c.tao@merchanttaylor.com](mailto:c.tao@merchanttaylor.com)) or Mrs B. Miller ([b.miller@merchanttaylor.com](mailto:b.miller@merchanttaylor.com)) 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:
  - the centre 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 centre's decision
  - not to seek any information the awarding body holds that would be needed for an appeal; and/or
  - 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 [insert centre name] in calculating your centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body (unless a private candidate)

### Certificates

Certificates, when received from the awarding body, will be issued to candidates/available for collect from reception from November 2020 onwards.

### Autumn 2020 Exam series

The autumn series will be available for candidates for whom it was not possible to issue a grade or who wish to improve grades based on taking an exam.

Deadlines for entries are as follows

Qualification type	Entry Deadline
GCE (AS, A Levels)	4 <sup>th</sup> September
iGCSE Maths & GCSEs (Except English Language)	18 <sup>th</sup> September
GCSE English Language	4 <sup>th</sup> October

- GCE AS and A-level examinations start on Monday 5<sup>th</sup> October and finish on Friday 23<sup>rd</sup> October
- GCSE examinations start on Monday 2<sup>nd</sup> November and finish on Monday 23<sup>rd</sup> November.

The timetables are available from the examination boards please see link below.

<https://www.aqa.org.uk/exams-administration/dates-and-timetables>

<https://www.ocr.org.uk/administration/general-qualifications/preparation/key-dates-and-timetables/>

<https://qualifications.pearson.com/en/support/support-topics/exams/exam-timetables.html>

[https://www.wjec.co.uk/media/rsvfqshz/wjec\\_november\\_2020\\_examination\\_timetable.pdf?language\\_id=1](https://www.wjec.co.uk/media/rsvfqshz/wjec_november_2020_examination_timetable.pdf?language_id=1)

The entry fees will be payable by the student or parent/carer (fees are available from the exams officer).

Candidates who wish to be entered must complete the Autumn 2020 series registration form and forward it to Mrs Surridge ([MTGSExams@merchanttaylor.com](mailto:MTGSExams@merchanttaylor.com)) by the relevant deadline.

Results days will be:

Qualification type	Results Day
GCE (AS, A Levels)	17 <sup>th</sup> December 2020
GCSEs (Except English Language)	11 <sup>th</sup> February 2021
GCSE English Language	14 <sup>th</sup> January 2021

## Internal appeals procedure

Merchant Taylors' Girls' School 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 by issuing this *Information for candidates – Results, Appeals and Certificates* notice/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

Merchant Taylors' Girls' 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 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 can be submitted to the centre where a candidate (or his/her parent/carer) 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 and/or
- not to appeal to the awarding body

An appeal should be submitted by

- completing and submitting an **internal appeals form** by 1st September 2020.

The candidate will be informed of the outcome of the appeal by the 10<sup>th</sup> September 2020.

If the internal appeal is upheld by the centre, resulting in an appeal on the candidate's behalf being submitted to the awarding body:

- awarding body fees which may be charged for an appeal must be paid to the centre by the appellant before the appeal is submitted to the awarding body (fees are available from the exams officer)
- if the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.



**Merchant Taylors'**  
School

## Request for Centre Assessment Grade (CAGs) information form

Summer 2020 awarding

Candidates who wish to receive their CAGs information need to complete the form below and either post or email it for the attention of Mrs M. Surridge (MTGSExams@merchanttaylor.com). Only requests coming from the candidates' school email account will be processed.

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Name		Form	
School email address	@merchanttaylor.com	Phone No	
<i>I give my permission for Merchant Taylors' Girls' School to send my CGAs information, for the subjects detailed below, to my school email address.</i>			
Specification code	Subject	CGA Info to be completed by Mrs Surridge	
Candidate signature:	Date of signature:	Date: Signed:	

This form must be signed, dated and returned to the exams officer. Forms can be signed electronically and emailed to [MTGSExams@merchanttaylor.com](mailto:MTGSExams@merchanttaylor.com) via the candidate's school email account.





**Merchant Taylors'**  
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### Autumn 2020 series – registration form

Please read the following carefully and complete the details below if you wish to take a GCSE or GCE examination at MTGS in the Autumn term.

Please return the form to Mrs SurrIDGE by **4<sup>th</sup> September (A level) or 18th September (GCSE)**. **No entries can be made if your form is received after the relevant deadline.**

- You may take any GCSE or GCE exam for which you were originally entered in Summer 2020.
- You are responsible for ensuring that you are fully prepared for any examination you choose to take.
- Fees can be found on the relevant awarding body websites and vary between £37 and £50 for each single GCSE subject and up to £122 for an A level. You will be contacted with details of how to pay. No entries will be made until the fee has been received.
- GCE exams will take place between 5 and 23 October.
- GCSE exams will be between 2 and 23 November.
- You will be notified of the dates and times of all your exams in September; in the meantime, exam dates are available from the examination boards' website or from Mrs SurrIDGE.
- There is no non-examined assessment (coursework) for the autumn exams, except for GCSE Art & Design. Results for all other subjects will be based solely on the examinations. Endorsement grades for GCSE English Language and GCE Sciences will be carried forward.
- Both the summer and autumn results will stand, but you will be able to choose which certificate you present to employers or education providers.
- GCE results will be released in December
- GCSE results will be released in January

Name		Form	
School email address		Phone No	
<i>I have read the above instruction and request to be entered for the following examinations. I have read the JCQ instruction for candidates on the exam pages of the school's website and agree to abide by all examination regulations</i>			
Level (GCSE/AS/A2)	Subject	Specification code (including tier if relevant)	Fee (£)
Candidate signature:		Date of signature:	

This form must be signed, dated and returned to the exams officer. Forms can be signed electronically and emailed to [MTGSExams@merchanttaylor.com](mailto:MTGSExams@merchanttaylor.com) via the candidate's school email account.

## 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

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- 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

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:

Date of signature:

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



