



Merchant Taylors'
School

Policy for 2020 Results and Appeals

2020 Results and Appeals Process

Author: J. Blease / J. Andrews

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Results and Appeals

Centre assessment grades and rank orders

Merchant Taylors' Boys' School:

- will not divulge provisional centre assessment grades, 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 grade information after the issue of results if requested by a candidate – see relevant section below.

Final grades

Merchant Taylors' Boys' School will:

- issue results in accordance with the JCQ *Information for Candidates - Results, Appeals and Certificates* document.
- issue results by email to all candidates at 8am.

Arrangements for results day(s)

Merchant Taylors' Boys' School will:

- organise results day(s) and inform candidates of the arrangements in place for the collection of/access to their results
- ensure senior members of 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

Merchant Taylors' Boys' 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 these 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' Boys' 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' Boys' School will 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 all 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
- the process for reporting any conflicts of interest and how any conflicts of interest were managed
- the review and check for accuracy undertaken as part of the internal submissions by departments of subject grades and ranks
- the process used to internally moderate the centre's submission across all subjects at cohort level
- 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](#)

Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

Merchant Taylors' Boys' School has submitted provisional centre assessment grades and rank orders to the relevant awarding body in accordance with the Ofqual guidance¹ on *Awarding qualifications in summer 2020* and in line with the awarding body instructions.

¹ <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.

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 other Level 3 qualifications
20/08/2020	GCSE and other Level 1/2 qualifications

Arrangements for results day(s)

Merchant Taylors' Boys' School will email results to candidates at 8am on the relevant day. We will be providing support on both GCSE and A Level results day in the following ways:

A Level 13/08/2020

Following receipt of results at 8am, students are welcome to come in to school in small groups at certain times. Students and their families will be informed of these times before 13 August.

Given the timeliness required to act upon any issues relating to university applications, support will be provided over the telephone throughout the morning, and then in person from later in the day – by invitation. Appointments can be made by telephone. Senior staff, including the Headmaster, Deputy Head Academic, Head of Sixth Form and Head of Careers will be available to help and support students who may need to discuss their options, including clearing. These staff will be based in the Luft Building, which will act as the UCAS / Careers support centre for the day. Arranged appointments will be held in the Luft Building.

The telephone numbers to use on the morning of 13 August are:

Head of Careers – 0151 949 9341 (Head of Careers' office) – v.mee@merchanttayors.com

Head of Sixth Form – 0151 9499 317 (Mr Green's office) – g.bonfante@merchanttaylors.com

Deputy Head Academic – 0151 9499 370 (Chemistry office) – j.andrews@merchanttaylors.com

GCSE 20/08/2020

Following receipt of results at 8am, students are welcome to come in to school in small groups at certain times. Students and their families will be informed of these times before 20 August.

Senior staff will be available to offer guidance and advice regarding post-16 education choices. Should families wish to arrange an appointment, they should contact Mrs Carr (Headmaster's PA) on d.carr@merchanttaylors.com or 0151 9499 327 on the morning of 20 August, after the publication of results.

Certificates

Certificates, when received from the awarding body, will be available for candidates to collect from Reception. Candidates will be notified when they have arrived.

Requesting centre assessment grade information

Students can request to receive the centre assessment grades that Merchant Taylors' Boys' School submitted to awarding bodies in any of their subjects. These would be the grades the school submitted to prior to the external moderation and standardisation process applied by the awarding bodies.

To request this information, students must complete the form below (Appendix 1), sign it and return it to the Examinations' Officer (j.blease@merchanttaylors.com). Requests must come for students rather than their parents or carers. The form can be completed electronically if submitted via the student's school email address.

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 [gov.uk](https://www.gov.uk) website² provides useful information on the grading process.

²<https://www.gov.uk/guidance/your-results-what-next#how-your-results-will-be-calculated>

The *National Careers Service Exam Results Helpline*³ 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.

³<https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies will also likely provide information for students about results. MTBS 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' Boys' 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 the Examinations' Officer 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 Merchant Taylors' Boys' School 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)

Internal appeals procedure

Merchant Taylors' Boys' 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* policy 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 school 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' Boys' 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 internal appeal should be submitted by

- completing and submitting an **internal appeals form** (Appendix 2) by 1 September 2020; this is prior to the centre's internal deadline for submitting a request for an appeal

The appellant will be informed of the outcome of the appeal by 10 September 2020 (the School's internal deadline for submitting a request for an appeal).

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 and 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.

Appendix 1: Requests for centre assessment grade information pro-forma

Students who wish to receive centre assessment grade information relating to their GCSE or A Level awards should do so using this form. The form must be completed by the student. Requests from parents or carers cannot be processed.

The form may be submitted electronically if done via the student’s school email address.

Students can request to receive centre assessment grade information pertaining to one, some or all of their subjects. The form below should detail which subjects the student wishes to receive centre assessment grade information for.

Surname		Date	
Forename		Year group in June 2020	
Date of birth		School email address	
I give my permission for Merchant Taylors’ Boys’ School to send the requested centre assessment grade information to me, using my school email address.			Signature:
Awarding Body <i>(Edexcel, AQA, OCR, or WJEC)</i>	Level <i>(GCE or GCSE)</i>	Subject	

Appendix 2: Internal appeals pro-forma

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

Appendix 3: Complaints and appeals log

On receipt, all complaints/appeals are assigned a reference number and logged. Outcome and outcome date are also recorded.

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date