

Information for Candidates

Results Appeals

Centre assessment grades and rank orders

Bilborough College 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 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

Individual candidates will be emailed with their results on Thursday 13th August after 8:00 a.m. to their Bilborough College email address.

Senior members of staff will be available to offer both telephone and face to face appointments for any student needing support with University places (Clearing, etc). Please contact college reception on the day to arrange an appointment.

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 Helpline² 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.

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

Awarding bodies will also likely provide information for students about results. Bilborough College 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 Bilborough College 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 Principal 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
- ask the college to seek any information the awarding body holds in relation to how your final grade was calculated
- ask the college to 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
- 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 (unless they believe they have been assigned an unfair grade due to bias or maladministration by the college)
- appeal in respect of the process or procedure used by Bilborough College in calculating their centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body

Process for Appeal

Internal Appeal stage 1

An internal appeal should be submitted by:

- completing and submitting an **Internal Appeals Form Stage 1**(Appendix 1) to the centre **by Thursday 27 August 2020**
- The candidate will be informed of the outcome of the internal appeal as soon as a decision has been made and in enough 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:

- 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
- the centre will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals
- **Fees may be applicable - the fee for a stage 1 (initial review) appeal to the board will be £25.00 (refundable if appeal upheld).**

Internal Appeal stage 2 – (Appendix 2)

If the appeal is not upheld an internal appeal (stage 2) may 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
- not to appeal to the awarding body

An internal appeal should be submitted by:

- completing and submitting an **Internal Appeals Form Stage 2** (Appendix 2) to the centre within 7 days of receiving the outcome of stage 1.
- The candidate will be informed of the outcome of the internal appeal as soon as a decision has been made and in enough time for the centre to take any appropriate action where the internal appeal may be upheld.
- **The fee for a stage 2 appeal to the board (independent review) will be £111.75 (refundable if appeal upheld).**

Internal appeals form Stage 1 (Appendix 1)

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.	

- 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
- The centre was influenced by factors other than evidence about academic performance

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

Internal appeals form Stage 2 (Appendix 2)

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