



Summer 2020 Public Examinations exceptional appeals process
Information for candidates, parents and carers

Purpose of this document

This is an **exceptional appeals process**. It is a result of the directions that the summer 2020 exam series for GCSE, GCE AS and A level qualifications should be cancelled following the COVID-19 outbreak and the subsequent arrangements made by the regulators to ensure that as many candidates as possible could receive qualifications based on calculated results.

These procedures apply solely to the review and/or appeal of a result at GCSE Level issued in summer 2020.

These procedures are designed to meet the extraordinary regulatory framework conditions for summer 2020, together with the relevant general/standard and qualification level conditions, of the three qualification regulators for England, Wales and Northern Ireland (Ofqual, Qualifications Wales and CCEA Regulation). The regulators were directed **to develop an appeals process that focuses on the accuracy and application of the data provided, rather than challenge teachers' professional judgement on the ability of individual students**.

There is not an appeals process premised on scrutiny of the professional judgement on which a centre's assessment grades (CAGs) were determined nor is there an appeals process for a candidate to challenge their position in a centre's (school's) rank order.

Any concerns that a candidate or group of candidates may have been subject to bias or discrimination, should be raised directly with the centre and followed through the school's Complaints Policy which is available on the [school website](#). In addition, evidence of bias, discrimination or other improper action by a centre may be presented directly to an awarding body who may then investigate the matter as alleged malpractice.

Candidates should note an appeal can result in a grade going up or remaining unchanged.

Who can appeal and when?

Appeals must be authorised by the Principal in his role as head of centre, on behalf of any candidates for whom data has been provided for the purposes of calculating a grade in a relevant qualification. Before authorising the appeal for submission, the head of centre must be able to demonstrate that the centre has the written consent of all candidates on whose behalf they are appealing.

Candidates and/or their parents/carers **cannot** appeal directly to an awarding body.

The head of centre's decision as to whether to proceed with an appeal is subject to the centre's **internal review arrangements**.

Appeals cannot be submitted before the published results day, must be supported by evidence and must provide a clear explanation of the basis for the appeal in all cases. There is no charge for appeals involving CCEA qualifications, although other awarding bodies may have their own level of charges. Mrs Reid, Examinations Officer can provide you with this

information. An appeal may be submitted **on behalf of the candidate** if the head of centre considers that:

<i>the awarding body used the wrong data* in calculating results</i>
or
<i>the awarding body allocated the wrong grade through an administrative error</i>
or
<i>the awarding body communicated the wrong grade</i>
or
<i>the awarding body did not apply procedures consistently or that procedures were not followed properly and fairly.</i>

*Data is categorised into the following groups:

A. Candidate data received from centre	B. Candidate and centre data put into the model by awarding body
Centre Assessment Grade (CAG) Rank Order (RO)	Centre Assessment Grade (CAG) Rank Order Historical Data Prior attainment

The process

The appeal process to the awarding body has two stages. All appeals to the awarding body must start with stage 1.

- 1. Initial Review**
- 2. Independent Review**

In order for the Head of Centre to ascertain whether to proceed to **stage 1: Initial Review** an **internal review** will be undertaken

How do candidates request an Internal Review?

A candidate can request an internal review and submission of an appeal by the centre on their behalf if he/she is of the view that the centre did not apply the school's procedures consistently, or procedures were not followed properly and fairly.

- (i) A candidate wishing to lodge a request for an internal review must do so within 5 working days of receipt of his/her results using the form in appendix A. The request must clearly outline the rationale for requesting the Internal Review.
- (ii) The request will be acknowledged, in writing, within 3 working days.
- (iii) Following the receipt of a request for an internal review the Principal will instigate the school's internal review procedure and report the outcome to the candidate within 10 working days of receipt of the request.

City of Armagh High School Internal Review Procedure Summer 2020

1. The Principal will appoint a senior member of staff, who was not previously involved in the final Centre Assessment Grading process for that grade/ candidate, to investigate the request. He/she will clarify if the correct data and procedures were applied

consistently, properly and fairly in respect of the candidate, via interview and review of the information with the appropriate members of staff, in the following order:

- Head of Department / Head of Subject
 - Data Manager
 - Examinations Officer
2. The outcome of the investigation will be reported to the Principal, who will respond to the candidate, in writing, outlining whether or not an appeal will be submitted to the awarding body on their behalf to request an initial review. If an error is identified the centre will inform the awarding body of the error and request the error is corrected.
 3. A written record of the internal review will be kept and made available to the awarding body upon request.

If the candidate disagrees with the decision by the centre that an appeal should not be made, they may complain using the school's Complaints Policy.

4. If the centre submits an appeal on behalf of the candidate the appeal may be 'disallowed' or 'allowed' in whole or in part by the Awarding Body.
5. Following receipt of the outcome of the Initial Review the head of centre may request to proceed to an Independent Review (Stage 2).

If the candidate remains dissatisfied with the centre's handling of the complaint, they can report their complaint and the centre's handling of it to the relevant awarding body.

Information about the appeals process can be found at:

https://ccea.org.uk/downloads/docs/ccea-asset/Results/Student%E2%80%99s%20Guide%20to%20the%20Appeals%20Process_4.pdf

https://ccea.org.uk/downloads/docs/ccea-asset/General/Grounds%20for%20an%20Appeal_2.pdf

<https://www.jcq.org.uk/wp-content/uploads/2020/08/JCQ-June-2020-appeals-guidance.pdf>

Centre use only	
Date received	
Ref No.	

Internal appeals form

Summer 2020 awarding

Name of appellant		Awarding body	
Candidate name if different to appellant		Qualification type Subject	

Please state the grounds for your appeal below:

I understand that I will have to pay **any fees charged by the awarding body for an initial review prior to the submission (CCEA fees have been waived).**

A review could result in your grade: • going up or • staying the same

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed