

## **Guide to Examination Grade Appeals 2020**

Due to the cancellations of all examinations in summer 2020, students will be awarded a calculated grade allowing them to progress to further study or employment. As a result of this, the usual post results services and appeals have been temporarily suspended. In summer 2020, students who feel that the process for awarding grades has not been followed correctly can appeal under the criteria outlined below; however they cannot appeal against the grade that has been submitted for them by the centre. **Students can request the centre assessed grades (grades submitted by teachers) and their rank by e-mailing [nandrew@aldergrange.com](mailto:nandrew@aldergrange.com).**

On results day it will be necessary to ensure that students and staff are protected as much as possible by minimizing the number of students in school. Students will be given their results by senior members of staff and as much support as possible will be offered to students without increasing health risks to either students or staff. With this in mind, all discussions regarding appealing results and Autumn examination entries will take place following results days. Appeal discussions will take place by appointment only. Appointments will take place from 9.30am on Friday and appointment times can be booked by telephone from 8am.

Students can request that a centre appeal their grades under the following criteria:

- The centre made an error when submitting a centre assessment grade or rank order. This is a data entry checking exercise. If students contact school to arrange an appointment, a check will be made prior to their appointment time to confirm that no data entry error has occurred. If a data entry error is found then the centre will seek signed consent from the student and lodge an appeal with the Awarding Body concerned and the cost of this will be covered by the centre.
- The Awarding Body made a mistake when calculating or communicating a grade. If a student believes that the grade they received, having been checked for a data entry error by the centre, has been adjusted incorrectly they can ask the centre to appeal against the processes that the Awarding Body has carried out. The centre will do this if they believe that a mistake has been made. If the centre does not agree that a mistake has been made, the student may submit a letter to request a hearing of their

case within 1 week of their appeal meeting. Their case will be heard by a different member of SLT than originally discussed their case with them. Fees for an appeal against an Awarding Body must be met by the parent and costs will be available on request.

- If a student believes that unfair discrimination or bias has been shown by their teacher in submitting their centre assessed grade, they should contact the centre to make an appointment for an informal discussion in the first instance. If students remain convinced that discrimination or bias has taken place they may submit a request for a hearing in writing to the centre. The deadline for this request will be confirmed on results day. If there is evidence of serious malpractice on the part of the centre it may be appropriate to submit this evidence directly to the Awarding Body. Details of how to do this have not yet been published but will be available on request.

If a student is unhappy with the grades that they have been awarded, they are entitled to sit their examinations during the Autumn exam series. At this time entry deadlines and examination dates have not been released but centre staff will be happy to discuss this option with students following results day.

Please do not hesitate to contact school if you would like to discuss any of the above procedures or your options.