



## **Appeals process – examination results summer 2020**

The Roundhill Academy has undertaken a rigorous process to ensure that the Centre Assessed Grades (CAG) submitted to the awarding bodies for all Year 10 (GCSE Statistics) and Year 11 (GCSE and BTEC) students have been fair, accurate and without discrimination.

The grades were based on different factors including homework, classwork and mock exam results. The grades were agreed – moderated and standardised - between all the teachers in a department, the Senior Leadership Team and then the final decision on grades submitted to the awarding bodies was made by the Head Teacher, Mr Tim Marston as Head of this Centre and were completely without bias. No decision was made on the viewpoint of one member of staff only.

The submitted Centre Assessed Grades were then standardised by the awarding bodies who considered previous results from our centre, students' prior attainment and then results at a national level to ensure that grade distributions in summer 2020 were broadly in line with previous years.

### **Centre assessed grades and rank order**

The Roundhill Academy:

- will not divulge centre assessed grades nor rank orders with candidates or parents/carers before the issue of results
- understands that any inappropriate disclosure of grades and rank order information before the formal issue of results will be investigated by the awarding bodies as potential malpractice.

### **Arrangements for results day**

The Roundhill Academy will:

- issue results to all Year 11 candidates by email to the student's school email address or their personal email address if this preference has been expressed
- issue results on site at a pre-arranged time for those who need to collect a hard copy of results and post all other Year 11 results out by first class mail. Year 10 will receive their results by second-class mail. Posting of results will be on Thursday 20 August.
- ensure senior members of centre staff are available to candidates with whom a discussion about results is requested
- assist candidates who require help with onward progression/careers advice
- upload all candidate results to PS16 to assist with progression and enrolment.

### **Appeals**

Dissatisfaction with the final grades issued by awarding bodies does not constitute grounds for an appeal unless there is evidence that there has been a technical error by the centre or the awarding body.

The Roundhill Academy 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
- 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**

The Roundhill Academy will provide a process for a candidate to appeal against any decision the centre may make not to appeal to the awarding body.

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

In response to any queries, challenges, or internal appeals from a candidate The Roundhill Academy will explain:

- the process used for calculating centre assessment grades and ranking of all candidates within each grade
- 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 the review and check for accuracy was undertaken as part of the internal sign-off process for each subject
- the process for head of centre sign-off and submission of the declaration to awarding bodies