



GCSE Summer 2020

Results and Appeals process

Candidate information

Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

The Hollyfield 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.

Arrangements for GCSE Results day - 20/08/2020

Due to the current situation we have decided to distribute the GCSE results to students within allocated time slots. Therefore we request students arrive in school according to the time slots below which are based on the first letter of student surnames.

Surnames from A to C – from 9am to 10am

Surnames from D to L – from 10am to 11am

Surnames from M to R – from 11am to 12noon

Surnames from S to Z – from 12 noon to 1pm

Please do not arrive either before or later than your allocated time slot.

Please enter the school via Surbiton Hill road entrance. The results distribution will take place in the Exams Room.

Parents will not be allowed into the school site with the students for Health and safety reasons. If a parent wants to make an appointment to discuss any matters that have arisen then they will be able to do so after the results day has finished.

If your son/daughter is unable to collect their results in person, please provide written authorisation to the person who will be collecting on their behalf. **Email/ Text requests will NOT be accepted.** An ID will be required for the authorised person.

Uncollected results will be posted by 2nd class mail to the home address.

Certificates

Certificates, when received from the awarding body, will be issued to candidates as outlined below

The Summer 2020 GCSE & AS/A2 certificates will be available in the School Office for the students to collect from 01st of December to 17th of December 2020 between 11am to 1.15pm & 3.15pm to 4.15pm

Any certificates not collected during this period will be available to collect in the main reception from January 2021.

If you are unable to collect them in person, please provide written authorisation to the person who will be collecting the certificates on your behalf. (email/ text message will not be accepted) If you would like the certificates to be

posted please send us a cheque in the sum of £3.50 to cover the postage. The cheques should be made payable to 'The Hollyfield School'.

Concerns about your results

The majority of our students will be extremely happy with the results they have achieved. These will allow them to move onto post 16 courses. A small minority may be unhappy with some of their results achieved today. If you fall into this category, please read through the remainder of this document which explains the next steps available to you.

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 Helpline*² 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. The Hollyfield School will signpost you to any relevant information at results time.

If you have a concern about a grade you have been awarded, you need to arrange a meeting with either Ms Jackson, Miss O'Shea, Mr Winpenny, Mr Warren or Mr Buckman. This meeting needs to take place on results day after 2pm. This needs to be booked with Ms Morgan-Russell when you pick up your results.

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
 - bias and discrimination - where the student has evidence that the centre or a teacher showed bias or discrimination.
- 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 The Hollyfield School in calculating their centre assessment grades and position in the rank order

Internal appeals procedure

The Hollyfield School will:

- inform students of the arrangement for appeal prior to the issue of results by publishing the information on our school website

- 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 before an appeal is submitted to the awarding body. This must be done via our [internal appeal 2020](#) google form by the 4th September 2020
- 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

The Hollyfield 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 may be submitted to the centre where a candidate (or his/her parent/carers) 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 the [internal appeals form](#) to the centre before 4th of September 2020.

The candidate will be informed of the outcome of the internal appeal within 10 working days of receiving the application to take any appropriate action where the internal appeal may be upheld.

If the internal appeal is upheld by the centre:

- where applicable, 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
- where applicable, the centre will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals
- Centre will either pay/ encourage the appellant to pay the appeal fee that may be charged by the awarding body for a preliminary appeal, any centre fee that may be charged