

Ysgol Eirias Examinations / GCSE Non-Examined Assessment Policy

APPENDIX A : Information relating to specifically to the Procedures for Grade and Rank Order awards for GCSE, AS, A2 and Vocational Courses at Ysgol Eirias in 2020

[Information provided by PJS]

APPENDIX B : Information relating to specifically to Appeals Procedures for Grade Awards in 2020

Context

This appendix has been added to the Examinations, NEA & Controlled Assessment Policy in August 2020 to give specific information on the Appeals procedures and information requests that may result from the grade awards made in that year. The process by which these grades have been awarded is considered to be exceptional, as a result of the Covid-19 pandemic, and as a result the addition of this appendix is considered temporary until the examination procedures return to 'normal' or until the next policy review is carried out (whichever is sooner).

Background

The procedures identified above are still considered to be relevant in the execution and marking of NEA and controlled assessment pieces.

During 2020, school staff have been involved in identifying grades for individual learners at GCSE, AS and A Levels and in addition for providing rank orders for projected learner outcomes. Full details of exam board requirements can be found on their websites. In addition, at Ysgol Eirias, we have applied a rigorous process of using existing assessment information to identify likely grade outcomes, and the requested rank orders. A summary of these procedures is available on request and is contained in Appendix A of this policy for reference.

EDIT 20th August: The Minister for Education announced on 17th August that all awarded grades would be Centre Assessed Grades

'Appeal' procedures for learners

Given the unique circumstances that exist in Summer 2020, any appeal request from a learner should begin with a discussion between the learner and a designated person at the school to ensure that there is a clear understanding of the grade award process completed by the school, the standardisation process carried out by the exam board and what options are open to students who are not satisfied with their resulting grades. The designated member of staff is Mrs E Crombie, Deputy Headteacher.

In the first instance, students should complete the form below (Appendix C) and return it to the exams officer to initiate the process.

The following procedures will be discussed and executed as necessary at a meeting set up between the designated person and the learner/family concerned:

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1. Discussion about the process and consideration of next steps

The process of grade awards will be shared carefully with interested parties – using Appendix A above, and the usual FAQ section on the JCQ website [here](#). A useful Q&A summary from this page is reproduced below for reference :

Questions and answers to help centres and students consider their next steps

Students should be aware that the grades issued this year will enable them to progress to further or higher education or a career.

Some examples of questions and answers that might be helpful when advising students:

Question: Are my results ‘correct’?

A: Centres will be well placed to know whether any individual students’ results are inconsistent, or whether there appears to be a mistake across a cohort:

- If ‘Yes’ – there is no reason to suggest the grades are not correct.*
- If ‘No’ – the centre is considering an appeal to the exam board (Ofqual will report on the appeals system for summer 2020).*

Question: I’m still not happy. Should I take exams this autumn, or next summer?

A: Centres will be best placed to advise their students and provide information about the autumn exam series.

Question: I think I have suffered from bias or discrimination, or my centre did not take into consideration when determining my Centre Assessment Grade, the reasonable adjustments I would have had if I had taken the exams. How do I complain?

A: Students should raise any concerns with their centre, unless there is evidence of serious malpractice on the part of the centre, which should be directed to the relevant exam board.

Suggested answers to other questions students or parents might ask

Question: Which teacher provided my (child’s) grades?

A: The Centre Assessment Grades were agreed between all the teachers in a department, the Leadership Team and signed off by the Head of Centre.

Question: Why have the improvements the school predicted this year not been recognised in these final grades?

A: The regulators set the methodology for how grades would be awarded this summer. It is not possible using the standardisation system set by the regulators to make any adjustments to awards in this regard because of the risk of unfairness to all students in making such adjustments without a fair way of appraising such expectations

2. Request to see CAGs awarded by Ysgol Eirias

Following careful consideration of the matter, in light of [ASCL guidance](#) and advice on the [‘exam script exemption and access to teacher assessments’](#) from the ICO, the school takes the view that it will release Centre Assessed Grades to students on request, following the respective ‘results day’. To facilitate this, and to save time, these grades will be prepared in advance of the meeting arranged for part 1 of this process, using the explanatory proforma in Appendix D. The designated member of staff will discuss these awards at the same meeting, before deciding what other steps in the process a student may wish to follow.

The school also takes the view (with reference to the same guidance) that disclosure of a learners’ position in the ‘rank order’ should not be released as a matter of course, as there

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is a concern that this could also reveal information about other learners in the cohort. If a learner or their family wishes to pursue this option further, they will need to cover a 'Subject Access Request'. The process and time frames for such a request is dealt with elsewhere in the school's policies, and this process would consider in more detail whether these concerns are relevant to the particular cohort in question.

EDIT 20th August: Please note that all AS, A2 and GCSE results that are issued are now CAGs

3. Request to appeal against a result.

The school will follow the process as announced by Qualifications Wales on the 19th August which can be found [here](#).

The grounds for appeals are:

1. The Head of Centre believes an administrative error was made in submitting data to the WJEC.
2. The Head of Centre believes that WJEC introduced an error into the centre assessment data that was submitted into it.
3. The Head of Centre believes that a result issued from WJEC has been incorrectly allocated.
4. There was some other procedural failing on behalf of WJEC.

Please note that Ground 1 does not permit an appeal based on the grounds that the original judgement was incorrect.

There are no grounds for appeal relating to the professional judgements on which centre assessment grades were determined.

APPENDIX C: Reviews of Centre Assessed Grade Process and Appeals

Information for candidates

In this exceptional year, if you have any queries about the accuracy of your grades, we are asking you to complete this form to arrange a meeting with a member of school staff who will :

- Discuss the process used for the awarding of grades this year.
- Share any additional information about your grade awards with you as necessary.
- Decide with you whether an appeal to the examination board is the appropriate course of action.

The following information explains what may happen following a review of the Centre Assessed Grade Process and any subsequent Appeal.

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If the school submits an application for an appeal based on one or more of the grounds stated above to one of the examination boards, for one of your grade awards after your subject grade has been issued, there are three possible outcomes:

- Your original grade is confirmed as correct, so there is no change to your grade.
- Your original grade is raised, so your final grade may be higher than the original grade you received.

In order to proceed with this process you **must** complete and sign the form below before Friday 4th September.

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, component/unit)

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.....

Signed: Date:
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This form will be retained on the Centre's files for at least six months following the outcome of the clerical re-check, review of grade awards or any subsequent appeal.