



## Our Lady and St Patrick's College Knock

### **EXAMINATION GRADES INTERNAL APPEALS PROCEDURE – SUMMER 2020**

#### **Background**

As a result of the current COVID-19 pandemic, the decision was taken by the Education Minister Peter Weir on 19 March 2020 to cancel GCSE, AS-level and A-level examinations for summer 2020. On 16 April 2020 he announced that students will receive GCSE and AS-/A-level qualification grades this summer using a combination of teacher estimated grades and statistical data.

The way in which grades will be awarded this summer means that the normal appeals process cannot be used. Recognising that it is important that students continue to have a right to appeal, the Minister asked CCEA to develop an appeals process that could be used for the exceptional arrangements that have been put in place this summer. In developing their appeals process, CCEA considered the steps taken by Ofqual (England) and Qualifications Wales in developing their appeals processes.

#### **Grounds for an appeal to an awarding body**

Dissatisfaction with the grade issued by an awarding body (e.g. CCEA, OCR, AQA or WJEC) does not constitute grounds for an appeal. An appeal may be submitted to the awarding body if the Principal considers that:

- the awarding body used the wrong data when calculating the grade; or
- the awarding body allocated the wrong grade through an administrative error; or
- the awarding body communicated the wrong grade; or
- the awarding body did not apply procedures consistently or that procedures were not followed properly and fairly; or
- the College concludes that a student's centre assessment grade was affected by bias or discrimination.

**The College's Examination Grades Internal Appeals Procedure – Summer 2020 will be used to determine whether there are grounds for submitting an appeal on your behalf to the awarding body.**

#### **Internal Appeals Procedure**

The closing date for the submission of an appeal by the College on your behalf is **17<sup>th</sup> September 2020**. In the interests of efficient administration, it is highly recommended that you initiate the Internal Appeals Procedure by:

- Thursday 27<sup>th</sup> August 2020 for AS-level or A-level candidates;
- Thursday 3<sup>rd</sup> September 2020 for GCSE candidates.

#### **Step 1.**

If you think that your grade is incorrect, you should first speak with the **College Examinations Manager, Ms Tara O'Connor**. State clearly why you think that the grade issued to you may be incorrect. If, after this conversation, you still think that your grade is incorrect, you may wish to move on to Step 2.

### **Step 2.**

Ms O'Connor will email details about your grade query to the relevant **Head of Department**. He/she will check with Ms O'Connor that the correct centre assessment grade and rank order were submitted to the awarding body. The Head of Department will have an overview of the grade distribution for his/her subject and will telephone you or one of your parents to advise that:

- you should accept the grade as it is likely to be correct, but you have the option of moving on to Step 3 if you still consider the grade to be incorrect; or
- the grade issued may be incorrect and recommends that the College should submit an appeal on your behalf to the awarding body.

### **Step 3.**

If you still think that your grade is incorrect, you should state clearly your reasons, in writing, to **Appeals Panel 1**. Your statement will then be considered by three senior members of staff. They will analyse the information that you have provided, along with that provided by the Head of Department.

If Appeals Panel 1 agrees that the grade issued may be incorrect, it will recommend that the College should submit an appeal to the awarding body.

If Appeals Panel 1 agrees that the grade issued is likely to be correct, it will recommend that you should accept it. If you still feel that the grade issued is incorrect, you should move on to Step 4.

### **Step 4.**

If you still think that your grade is incorrect, you should state clearly your reasons, in writing, to **Appeals Panel 2**. Your statement will be considered by three senior members of staff who were not part of Appeals Panel 1. They will analyse the information that you have provided, along with that provided by the Head of Department.

If Appeals Panel 2 agrees that the grade issued may be incorrect, it will recommend that the College should submit an appeal to the awarding body.

If Appeals Panel 2 agrees that the grade issued is likely to be correct, it will recommend that you should accept it.

### **Step 5.**

If you believe that the College has not followed its *Examination Grades Internal Appeals Procedure*; or if you have evidence to suggest that the grade or rank order that the College submitted to the awarding body was biased or discriminatory, you should put your concerns/complaint in writing to the **Principal**.

### **What may happen if the College submits an appeal?**

The closing date for the submission of an appeal by the College on your behalf is 17<sup>th</sup> September 2020.

If the College submits an application for an appeal on behalf of a student after his/her subject grade has been issued, there are three possible outcomes:

- ~~the original calculated grade is lowered, so the final grade may be lower than the original grade awarded;~~  
(CCEA has now removed this outcome - 15/8/20)
- the original calculated grade is confirmed as correct, so there is no change to the grade; or
- the original calculated grade is raised, so the final grade may be higher than the original grade awarded.

### **Reference**

*CCEA Summer 2020 Post-Results - What you can do if you have concerns about your CCEA GCSE, AS or A level results*

(<https://ceea.org.uk/downloads/docs/ceea-asset/Results/Student%E2%80%99s%20Guide%20to%20the%20Appeals%20Process.pdf>)