



# THE KING'S SCHOOL

GRANTHAM

## Summer 2020 Results and Appeals process

## Results and Appeals

Within the following statement the King's School is the Assessment Centre.

### Centre Assessment Grades (CAG) and Rank Orders (RO)

The King's School

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

Once results have been issued to candidates they can request a copy of their grades and ranks that were submitted by the school. Candidates will have to complete the Post Results and Appeals application form which will be available on results days and on the school website.

### Final grades

The King's School will:

- issue results in accordance with the centre's exams policy
- signpost candidates (and parents or carers) to information provided by key stakeholders at the time final grades are issued to support their understanding of the grades awarded

### Arrangements for results days

The King's School will:

- organise results days and inform candidates of the arrangements in place for the collection of their results
- ensure senior members of centre staff are available and accessible to candidates with whom results may be discussed
- prepare information for candidates showing their options if they have concerns about their results
- signpost candidates to relevant Ofqual and/or awarding body information 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

### Arrangements for appeals

The King's School 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 via the school website
- 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 King's School will provide a process for a candidate to appeal against any decision the centre may make:

- not to seek from the awarding body any information the awarding body holds that would be needed for an appeal; and/or

- not to appeal to the awarding body

## The process adopted by The King's School for arriving at centre assessed grades.

In light of the declaration below, which the head of centre had to sign, the school went through a rigorous process to try to ensure the Centre Assessed Grades (CAG) were as accurate as possible.

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*I confirm that these centre assessment grades, and the rank order of students have been checked for accuracy, reviewed by a second member of staff (where possible) and are accurate and represent the objective and professional judgements made by my staff, that entries were appropriate for each candidate and that each candidate has no more than one entry per subject. Having reviewed the relevant processes and data, I am confident that the entries honestly and fairly represent the grades that these Summer 2020 grades for GCSE, AS and A level, Extended Project Qualification and Advanced Extension Award in maths, students would have been most likely to achieve if they had sat their exams as planned, and that they have not been disclosed to either the candidate or their parent/guardian. I understand that exam boards will conduct a statistical standardisation exercise, using a model developed with Ofqual, and that, if the profile of grades submitted is substantially different from what might be expected based on my centre's historical results and the prior attainment of this year's students, the grades for my centre will be adjusted to bring them into line with national standards.*

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The King's School acted with integrity to provide a CAG for each candidate in each of their subjects within a profile that matched the historic value that the school has added. The school reviewed for each student the Fisher Family Trust (FFT) chances graph. The FFT 50% chances profiles were then aggregated to create a grade profile for each class in each subject. Using each individual teacher's previous value-added performances, each subject previous value-added performance and taking into account any setting arrangements within the subject, an additional value score was applied to each class. In the case of new staff the value added was assigned in line with the three year historic average for the department. This was influenced by information from the exam boards who suggested results did not vary hugely from one year to the next for a centre.

Each teacher of a class assigned the value-added grades, within the profile, to the class. Within each awarded grade set, a rank order was also assigned. Departments reviewed and moderated these grades across all sets, within the overarching departmental profile. The outcome of this process was an awarded Centre Assessed Grade and Rank Order value for each student in each department.

The CAG and RO awarded in each department was influenced by Common Assessment Tasks (CAT) data, mock exams, other internal assessed work, classwork, and bookwork as appropriate.

Subject Leaders and teachers were kept informed of all students to whom Access Arrangements and Reasonable Adjustments would have been made available, had examinations taken place under normal circumstances. Students that under normal circumstances would have had an application for special consideration made to the awarding bodies were also identified prior to the CAG submission date and their circumstances were taken into account throughout the process. Staff were then asked to review the rank order and the CAG and amend appropriately.

Before the CAG were given to the Subject Leaders and the Head Master for review and submission to the examination board, the GCSE grades were submitted to FFT for checking against their statistical model. Their modelling suggested the CAG where low in the number of awarded grade 3s and below. When we reviewed their profile against the school's historic results we found, in most cases, that our CAG's fitted better with our historic results. In the vast majority of cases the school maintained the values originally sent to FFT and presented these to the Awarding Bodies as the school's Centre Assesed Grades and Rank Orders.

There was no facility to do an equivalent check with FFT on A level grades. However, the level of agreement produced with the methodology used for GCSE was extremely high. The same rigorous methodology was applied to A level allowing the Head Master to sign the Head of Centre Declaration with confidence.

Any potential conflicts of interest were identified at the beginning of the process and measures were put in place to ensure the staff concerned had no input into the grading and ranking process of the candidates concerned.

Any errors identified by an awarding body after the submission of information were dealt with via the awarding bodies secure portals and evidential copies retained by the exams officer.

## Reference Publications

[Awarding qualifications in summer 2020](#)

[Decisions on exceptional arrangements for assessment and grading in 2020](#) GCSEs, AS, A levels, Extended Project Qualifications and the Advanced Extension Award in maths

[Decisions on exceptional arrangements for assessment and grading in 2020](#) Vocational, technical and other general qualifications

[Extraordinary regulatory framework: General Qualifications, COVID-19 Conditions and Requirements](#)

[Extraordinary regulatory framework: VTQ, Covid-19 Conditions and Requirements](#)

## Results, Appeals and Certificates

Centre assessment grades and rank orders

The King's School has submitted centre assessment grades and rank orders to the relevant awarding body in accordance with the Ofqual guidance <https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020> on Awarding qualifications in summer 2020 and in line with the awarding body instructions.

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.

### The calculated grade process<sup>1</sup>

The centre assessment grades which schools and colleges have submitted to the exam boards for A and AS levels and GCSEs are an assessment of the likely grades that students would have obtained had exams gone ahead. These will then be standardised across schools and colleges. For this reason, students' final calculated grades will not necessarily be the same as either the centre assessment grade put forward by their school or the predicted grades used for university applications.

Final grades

On candidate statements of results and certificates, final grades will be reported.

Final grades will be issued on results days in August as follows:

Date	Qualification type
13/08/2020	GCE (AS, A Levels) and other Level 3 qualifications
20/08/2020	GCSE and other Level 1/2 qualifications

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<sup>1</sup> <https://www.gov.uk/government/publications/coronavirus-covid-19-cancellation-of-gcses-as-and-a-levels-in-2020/coronavirus-covid-19-cancellation-of-gcses-as-and-a-levels-in-2020>

## Arrangements for results days Summer 2020

Schools, FE colleges and other skills providers planning to open their doors to pupils and students on results day should continue to follow the hierarchy of controls they have used over the summer term, and that summer holiday providers are following during August.

In particular this means:

- ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not come into school
- cleaning hands more often than usual
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- the school will clean frequently touched surfaces often using standard products, such as detergents and bleach

Schools, FE colleges and other providers should aim to practise social distancing in line with current government guidance on social distancing.

Students, pupils and parents should follow Coronavirus (COVID-19) safer travel guidance for passengers when planning their travel to school, and be encouraged to walk or cycle where possible.

The school will be observing current safety measures and social distancing on results days and we ask that students, parents and carers comply with these. Please also ensure that you use the sanitising stations on site and follow any one-way systems in place.

The King's School hopes to make this as 'normal' a process and celebration of students' successes as we can.

Candidates should collect their results from The Gymnasium on results day. A one-way system will be in place. Entry will be via the Lower Foyer and Exit via the Fire Exit.

- Years 12 and 13 can collect their results between 08:00 and 09:00 on 13 August 2020.
- Year 11 can collect their results between 08:00 and 09:00 on 20 August 2020.

If candidates are unable to collect their results in person, they can authorise someone to collect them on their behalf or alternatively provide a stamped addressed envelope and their results will be posted. To request either of these options students must complete the *Candidate Permission for Collecting Exam Results 2020* form which is available on the school website.

Please note results will not be issued by phone or email. However, please DO NOT come to school if you have COVID 19 symptoms or you or your family are self-isolating on results day. In these circumstances please email our exams officer Mrs Topham at [lisa.topham@kings.lincs.sch.uk](mailto:lisa.topham@kings.lincs.sch.uk) for guidance.

### A level results 13 August 2020

On results day, in The Gymnasium, tables will be labelled alphabetically and students should collect their results from the letter corresponding to their surname. Parents are asked not to enter school buildings but are welcome to wait in the designated area, socially distanced.

Should students wish to talk to a senior member of staff with regards to their results or seek advice as to university admissions the following members of staff will be available as below.

Please ensure that when waiting to speak to staff you observe social distancing.

Mr Whales      Room 109

Mr Barton      Room 110

Mrs Hirst      Room 109

Miss Bieber    Room 110

To speak with staff, please make your way over to the Sixth Form Centre, ensure that you sign the appropriate waiting list form and wait to be called by a member of staff. Your patience and observance of social distancing whilst waiting will be much appreciated

## GCSE results 20 August 2020

On results day, in The Gymnasium, tables will be labelled alphabetically and students should collect their results from the letter corresponding to their surname. Parents are asked not to enter school buildings but are welcome to wait in the designated area, socially distanced.

Enclosed with a student's results will also be a letter advising them of one of the following:

- Students that have met our published admissions criteria will be asked to hand in the return slip in the envelope into the collection box in The Gymnasium.
- Students that have met our published admissions criteria but wish to revise their subject options are asked to return to school on Friday 21<sup>st</sup> August between 09:00 and 12:00 and discuss these with Mr Whales in the Sixth Form Centre.
- Students that have not met the required criteria to study their preferred options, but can with a revised programme of study, be offered a place in the Sixth Form must see Mr Whales in room 109 in order to discuss and confirm their offer.
- Students that have not met our published admissions criteria and to which we are unfortunately unable to offer a Sixth Form place are welcome to see Mr Dixon in room 110 for advice on the options available.

Students that have already advised us that they do not require a place in the Sixth Form at King's but have changed their plans and now wish to seek a place, upon receipt of their results, are welcome to see Mr Whales in 109 to discuss their options.

To speak with staff, please make your way over to the Sixth Form Centre, ensure that you sign the appropriate waiting list form and wait to be called by a member of staff. Your patience and observance of social distancing whilst waiting will be much appreciated.

Admissions criteria for Sixth Form, including the right to an appeal, is on the school's website and can be found here: <http://www.kings.lincs.sch.uk/page/?title=Admission+Policy&pid=257>

## Concerns about your results

Should you have concerns about your results you are advised to refer to the information that Ofqual will be providing for students. This will set out how grades were calculated this year and the options available if you believe the result have not been properly produced, including access to appeal. Other areas that you may find helpful are the various exam board website which will also provide information and guidance for students. In addition, The National Careers Service Exam Results Helpline<sup>2</sup> 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.

If you have a concern about a grade you have been awarded, you can ask The King's School to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint with the Head Master if you feel you have evidence of bias or that you were discriminated against; you could also pass such evidence on to the awarding body who could investigate for potential malpractice
- seek any information the awarding body holds in relation to how your final grade was calculated
- you have the opportunity to take an exam in the Autumn series 2020 or in Summer 2021

## Arrangements for appeal

Upon receipt of your results and after discussing these with a Senior Member of staff you feel that you wish to appeal your grade, you must complete the Summer 2020 post results appeals form, which is available in school on results day and will also be available on the school website:

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<sup>2</sup> <https://www.gov.uk/careers-helpline-for-teenagers>

Final appeal arrangements have yet to be published by Ofqual and the awarding bodies, but candidates can appeal their grades if they feel the process this summer was not followed correctly.

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
  - an awarding body made a mistake when calculating, assigning or communicating a grade
- 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 either their centre assessment grades or their position in the rank order
- appeal in respect of the process or procedure used by The King's School in producing their centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body

## Certificates

Certificates, when received from the awarding body, will be issued to candidates. Certificates are normally available for collection from the middle of November. Students who are no longer pupils at the school will be sent an email notifying them when they can collect their certificates. These will be issued through the School's Reception Office. Years 11 and 12 who are still at the King's School will be notified through the school system and can be collected from the Sixth Form Centre.

If you are unable to collect certificates in this way you may wish to have them collected on your behalf. Please note we will not send them out via the post.

## Internal appeals procedure

The King's School will:

- Candidates will be informed of the arrangements for appeals prior to the issue of results and the accessibility of senior members of centre staff immediately after the publication of results. Details will be available on the school's 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 (informed consent via candidate email is acceptable) before an appeal is submitted to the awarding body as the appeal could result in the final grade being lower than, higher than, or the same as the grade which was originally awarded
- 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 King's 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 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 in line with the Awarding Bodies published dates.

If a candidate, parent or carer has a general concern or complaint about the centre's delivery or administration of a qualification he is following, The King's School encourages him to try to resolve this informally in the first instance.

A concern or complaint should be made in person, by telephone or in writing to the Head of Centre. If a complaint fails to be resolved informally the candidate, parent or carer is then at liberty to make a formal complaint.

### HOW TO MAKE A FORMAL COMPLAINT

A complaint should be submitted in writing by completing a complaints and appeals form. Forms are available from the exams officer. Completed forms should be returned to the exams officer. Forms received will be logged by the centre and acknowledged within 5 working days.

### HOW A FORMAL COMPLAINT IS INVESTIGATED

The head of centre will further investigate or appoint a member of the senior leadership team, who is not involved in the grounds for complaint and has no personal interest in the outcome, to investigate the complaint and report on the findings and conclusion. The findings and conclusion will be provided to the complainant within 3 working weeks.

APPEALS Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal can be submitted:

- Any appeal must be submitted in writing by again completing a complaints and appeals form.
- Forms received will be logged by the centre and acknowledged within 5 working days.
- The appeal will be referred to the Chair of Governors (or a special Committee of the Governing body) for consideration.
- The Chair of Governors (or Committee) will inform the appellant of the final conclusion in due course.



