



## Lumen Christi College Internal Examination Appeals Procedure –Summer 2020

### Rationale

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

The centre assessment grades submitted to the awarding bodies were agreed by Lumen Christi College in strict adherence to the guidelines outlined in the document *Awarding for GCSE, AS and A-level qualifications Summer 2020 – Head of Centre Guidance*. These centre assessment grades were then subjected to a statistical standardisation process by the respective awarding bodies.

On 17<sup>th</sup> August, Education Minister Peter Weir announced that:

- GCSE students' grades should now be based only on the centre assessment grades
- GCE AS and A2 students should now be awarded either the standardised grade issued on 13<sup>th</sup> August or their centre assessment grade – whichever is higher.

The change in the way that grades have been awarded this summer means that the normal appeals procedure cannot be used. So, as required by Awarding Body regulations, this Internal Appeals Procedure reflects the alternative arrangements put in place by Lumen Christi College to support appeals relating to awarding bodies' GCSE, AS and A level qualifications awarded in summer 2020.

### Grounds for an Appeal to an Awarding Body

The examination boards have stated that dissatisfaction with the grades issued does not constitute grounds for appeal, unless there is evidence that there has been a technical or administrative error by the centre or awarding body.

An appeal may be submitted to the awarding body if the Principal (Head of Centre) considers that:

- the awarding body used the wrong data when calculating your grade;
- the awarding body allocated the wrong grade through an administrative error;
- the awarding body communicated the wrong grade;
- the awarding body did not apply procedures consistently or that procedures were not followed properly and fairly

The College's 'Internal Examination Grades 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 by which the College can submit an appeal on your behalf is **Thursday 17<sup>th</sup> September 2020**. Therefore, in order to expedite the process, it is recommended that you initiate the Internal Appeals Procedure by:

- Thursday 20<sup>th</sup> August 2020 for AS-level or A-level candidates (*and no later than Thursday 27<sup>th</sup> August*);
- Thursday 27<sup>th</sup> August 2020 for GCSE candidates (*and no later than Thursday 3<sup>rd</sup> September*).

The Internal Appeals Procedure involves the following steps:

### Step 1

A student who believes that an administrative error has been made, which has affected his/her result in a subject, should contact the College by telephone and speak to the Examinations Officer, Mrs Mc Donald. A proforma outlining your query will be forwarded to the relevant Head of Department.

The Head of Department will, in liaison with Head of Sixth Form/Head of Year 12, check the centre assessment grade for accuracy. He/she will also check that the correct centre assessment grade was submitted to the awarding body.

The Head of Sixth Form/Head of Year 12 will contact 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 2 if you still consider the grade to be incorrect; or
- the grade issued may be incorrect and will recommend that the College should submit an appeal on your behalf to the awarding body.

### Step 2

Following Step 1, if you still think that your grade is incorrect, you should state clearly your reasons for this, in writing, to an Internal Appeals Panel, which will comprise senior staff not involved in Step 1. A separate submission must be made for each subject and should also include the name and candidate number of the pupil, title of subject and level of award.

The Panel will analyse the information you have provided, along with that provided by the Head of Department.

- If the Internal Appeals Panel finds that the grade awarded to you may be incorrect, it will recommend that the College submit an appeal to the awarding body.
- If the Internal Appeals Panel finds that the grade awarded to you is likely to be correct, it will recommend that you accept it.

If you still feel that the grade issued is incorrect, you can move to Step 3.

### Step 3

Following Step 2, if you have evidence to suggest that the grade submitted by the College to the awarding body was biased or discriminatory, you should put your concerns in writing to the Principal (Head of Centre), Mrs Mc Cauley, who will consider the information you have provided and investigate your concern.

## Issue 2

If you believe that the College has not followed its *Internal Examination Appeals Procedure –Summer 2020*, you can contact the awarding body directly.

**CCEA:** Helplines (028) 90261260 or (028) 90261220; CCEA email [compliance@ccea.org.uk](mailto:compliance@ccea.org.uk)

**WJEC:** <https://qualificationswales.org/english/coronavirus---covid-19/qualifications-wales-statements/qualifications-wales-statement-on-appeals-process/>

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

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

- the original calculated grade is confirmed as correct, so there is no change; 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.*