**Concerns About Your Exam Grades** 

 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 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

 [Https://www.gov.uk/careers-helpline-for-teenagers](https://www.gov.uk/careers-helpline-for-teenagers)

Awarding bodies will also likely provide information for students about results.

**Making an AppealAppendix 1**

In the first instance, we recommend that you speak to us so that we can discuss your concerns. If this does not resolve the situation, then please refer to the Appeals Process below:

 **If you have a concern about a grade you have been awarded you can ask Mrs Dolby to:**

* check whether an error was made when submitting your centre assessment grade
* check to see if it appears that the awarding body has made an error in the grade it has awarded you.

**You can raise a complaint with Mr Rourke-beasley:**

* 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

When you make an appeal request, you are submitting this to the school who will consider your request and then determine whether it should be submitted to the relevant exam board.

If you are unhappy with our decision not to make an appeal to the exam board on your behalf, then you can appeal against this decision.

**A candidate cannot appeal:**

* because they are unhappy with the grade that they have been awarded. Any appeals made on this basis will not be considered
* because they are unhappy with the Centre Assessed Grade they were awarded
* in respect of the process or procedure used by the school in calculating their Centre Assessed Grades and position in the rank order

**Internal Appeals Procedure – school processes**

**Stowmarket High School will:**

* 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
* Appeal to an awarding body if it believes that there has been discrimination or bias
* 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

**Stowmarket High 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
* appeal the awarding body if it does not belive there is evidence of bias or discrimination

**An internal appeal may be submitted to the centre where a candidate (or his/her parent/carer) believes there are grounds to appeal against the centre’s decision:Appendix 2**

* 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 an internal appeals form to the centre by **1st September 2020**

**If the internal appeal is upheld by the centre:**

* Stowmarket High School, where applicable, will request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body
* Stowmarket High School, where applicable, will submit an appeal on the candidate’s behalf to meet the awarding body’s deadline for appeals

**Appendix 1**

**Making an Appeal**

Please refer to the conditions under which appeals can be made, above.

If you are going to make an appeal, then you must do so by email. The email must be sent to Mrs Dolby (GCSE) or Mr Blewitt (Post-16), or to Mr Rourke-beasley for cases involving bias or prejudice:

r.dolby@stowhigh.com

m.blewitt@stowhigh.com

K.rourke@stowhigh.com

In your email you must include the following information:

|  |
| --- |
| Subject  |
| Grade awarded |
| Reason for Appeal, including any relevant evidence |
| Details of any conversations already undertaken with staff |

Upon receipt of the appeal, students will receive confirmation that their appeal has been received and is being considered.

All appeals will initially be considered by K Rourke-Beasley and R. Dolby.

We will notify students once we have made a decision and confirm whether we are appealing to the exam board on their behalf.

**All appeals must be received by the school by the 10th of September. Appeals received after this date will not be considered.**

**Appendix 2**

**Appealing Against the School’s Decision Not to Appeal to the Exam Board**

If the school have made a decision not to present a student’s appeal to the exam board, then the student may appeal to the school against this decision. This needs to be done by completing the following proforma:

**Internal Appeals Form**

**Summer Exams 2020**

**This is only to be used if you are appealing against the school’s decision not to proceed with your original appeal. It must be emailed to:**

**k.rourke@stowhigh.com**

Please tick the following boxes to indicate the grounds of your appeal:

|  |  |
| --- | --- |
| Appeal against the centre’s decision not to seek any information the awarding body holds that would be needed for an appeal |  |
| Appeal against the centre’s decision not to appeal to the awarding body |  |

|  |
| --- |
| **Reason for Appeal** |

|  |
| --- |
| **Centre Use ONLY** |
| Date Received |  |
| Reference |  |