

# Academic Appeals and Maladministration Procedure – For August 2020

## AS, A Level, GCSE and Vocational qualifications

This procedure should be read in conjunction with the Ofqual Student Guide to Appeals, Malpractice & Maladministration Complaints Summer 2020 and the Ofqual Student Guide to Post 16 Qualification Results.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/910603/667\\_2\\_-\\_What\\_to\\_do\\_if\\_you\\_have\\_concerns\\_or\\_questions\\_about\\_your\\_grades.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/910603/667_2_-_What_to_do_if_you_have_concerns_or_questions_about_your_grades.pdf)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/910623/667\\_1\\_Student\\_guide\\_to\\_post-16\\_qualifications\\_results\\_-\\_summer\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/910623/667_1_Student_guide_to_post-16_qualifications_results_-_summer_2020.pdf)

Exams and assessments were cancelled this year due to coronavirus (COVID-19) and therefore this year, you will receive your centre assessment grades (CAGs). Your centre assessment grade is your teachers' professional judgement of the grade you would likely have received had your exams taken place.

### Can I make an appeal against a Centre Assessed Grade (CAG)?

Even if your results aren't what you were hoping for, you may still be able to move on to the next stage of your education or employment as you had planned. If you have concerns about how your grades were arrived at you should first talk to the College about your options. It is important to remember that:

1. You can ask the College to check that there has not been an administrative error. In other words, to check that the grade entered for your CAG was the grade that the College arrived at through the internal standardisation process. Please email the relevant Curriculum Head of Section to verify that the correct grade was entered.
2. You can ask the College to explain how it made its CAG judgement and what evidence was used. Understanding how the judgement was made might help with understanding the grade given.
3. The College can appeal to the exam board on your behalf if it believes the exam board made a mistake when it communicated your grades.

It is important to note that you **cannot** challenge the College under the appeals process on the centre assessment grades (CAGs) it submitted or your rank order positions.

You **cannot** appeal because your mock results were higher than the grade you were awarded. Your mock grade will have been taken into account in determining your centre assessment grade.

You **cannot** appeal because you disagree with the CAGs or rank order given by the College. If you believe centre assessed grades or rank order positions were wrong because the judgement was influenced by things other than evidence about your academic performance, then this should first be discussed with the relevant Curriculum Head of Section or Senior Leader with the Curriculum Department. If you feel your concerns have not be addressed then you have the option to make a complaint through the Colleges Malpractice/Maladministration process. It is important to remember that this would not be an appeal, but rather an allegation (accusation) that malpractice or maladministration happened in relation to your centre assessment grades or rank order positions. Such allegations would be serious and taken seriously and should be supported with evidence.

In all cases of appeal, students should first contact the relevant Curriculum Head of Section or Senior Leader within the Curriculum Department, providing them with evidence to support the appeal for further discussion. Following discussions, where an agreeable outcome is not obtained, the Director of Quality will be notified by the Curriculum Manager as soon as possible and provided with all relevant detail for further review.

In all cases the Director of Quality will record and review investigation evidence, agree the centre recommendation and inform the Student, Curriculum Manager/s (within 5 working days) and relevant Awarding Organisation in line with Awarding Organisation requirements, centre agreement and Ofqual guidance.

Students who are not satisfied with the outcome from the Director of Quality may appeal direct to the Awarding Organisation. See Ofqual student guide for further details.

The final deadline for all College appeals is **7<sup>th</sup> September 2020**

The final deadline for appeals to Awarding Organisations is **17 September 2020.**

You may decide that instead of appealing, you want to take an assessment at the next available opportunity. For many vocational and technical qualifications there are already a number of assessment opportunities throughout the year. Some awarding organisations are providing additional assessment opportunities for some qualifications and this will be further discussed with students on request. For AS, A Level, GCSE and Vocational Qualifications you must let the College know by the **27<sup>th</sup> August 2020** if you wish to retake an assessment.

### **Malpractice or Maladministration**

In all cases of suspected malpractice or maladministration, you should first contact the relevant Curriculum Head of Section, providing them with evidence to support the suspected malpractice /maladministration for further discussion. Following discussions, where an agreeable outcome is not obtained, the Director of Quality will be notified by the Curriculum Manager as soon as possible and provided with all relevant detail for further review.

In all cases the Director of Quality will record and review investigation evidence, agree the centre recommendation and inform the Student, Curriculum Manager/s and relevant Awarding Organisation (within 5 working days) and in line with Awarding Organisation requirements, centre agreement and Ofqual guidance.

Students who are not satisfied with the outcome from the Director of Quality may take a case directly to the Awarding Organisation. See Ofqual student guide for further details.

It is important to note that receiving a grade lower than you hoped for or expected does not always mean there has been bias or discrimination. Telling an exam board that your centre assessment grade was lower than you think you deserved will not be enough to make the exam board suspect malpractice or maladministration took place. For your case to be considered, you will need to show something specific or something surprising, which calls for an explanation that your school or college has been unable to give. The examples within the Ofqual Student Guide may help you think about what this might be. These examples are not a complete list, circumstances will vary, and there must be evidence to support any allegation.

### **Other Policy Reference;**

Malpractice and Maladministration Policy 2019-2021