



## **Park High School Appeal of 2020 CAG's**

In this unique year, Park High School is committed to ensuring Centre Assessed Grades (CAG's) are assessed and administered fairly, consistently and in accordance with Ofqual and the awarding bodies guidance. This information also applies to private candidates (students who do not study Park High School)

### **Centre Assessment Grades (CAG's) and Rank Orders.**

Park High School has submitted CAG's and rank order information to the relevant awarding bodies in accordance with Ofqual guidance and in line with the awarding body instructions. The awarding bodies put these grades through a standardisation process to determine a calculated grade. Where calculated grades are higher than CAGs, calculated grades will be awarded.

### **CAG's and Rank Orders prior to Results Day**

Park High School:

- will not divulge provisional CAG's, nor rank orders, with candidates or parents/carers **before the issue of results**
- understands that any inappropriate disclosure of CAG's and rank order information before the issue of results will be investigated by awarding bodies as potential malpractice

### **Final Grades**

Park High School will:

- issue results in accordance with the latest JCQ guidance
- signpost candidates (and parents/carers) to information provided by key stakeholders at the time final grades are issued to support their understanding of the grades awarded.  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/911286/6671\\_Student\\_guide\\_to\\_post-16\\_qualifications\\_results\\_-\\_summer\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911286/6671_Student_guide_to_post-16_qualifications_results_-_summer_2020.pdf)

### **Arrangements for Results Day**

Park High School will:

- organise results day and inform students of the arrangements in place for the collection of/access to their results (a contingency of emailing grades to students may have to be put in place)
- ensure SLT members are available/accessible to candidates with whom a result/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 awarded this year and the options available if they believe their grade was not properly produced, including access to appeal  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/911286/6671\\_Student\\_guide\\_to\\_post-16\\_qualifications\\_results\\_-\\_summer\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911286/6671_Student_guide_to_post-16_qualifications_results_-_summer_2020.pdf)

## Arrangements for Appeals

Park High School will:

- follow information provided by Ofqual and 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. This will be emailed to both students and parents.
- If a student has concerns about how grades were arrived at they should talk to school and initially complete **Grade Enquiry Procedure**. Park High School has provided a procedure for students to enquire about the grade awarded and check if the school had made an error. Click on the link below to complete the online form and request a follow up call from a member of Park High School Senior Leadership Team

<https://forms.office.com/Pages/ResponsePage.aspx?id=04doUwtqf06dtwR269gUkJmKVUqkr2VCppkcXtiZ0ZIUOE1QMIE0MTZIU0FUSVvk1MkREMUQxRkM2WC4u>

### It is important to remember that:

1. **You can ask your school** to check whether it made an **administrative error** when submitting information to the exam board. Administrative errors might include, for example, mixing up 2 students with similar names, or accidentally copying across the wrong data, but do not relate to the professional judgements of centres in assigning CAGs. If your school or college finds it made a mistake in the information it provided it can ask the exam board to correct it.
2. **Your school can** appeal to the exam board on your behalf if it believes the **exam board made a mistake** when it communicated your grades.
3. **You cannot** challenge your school under the appeals process on the centre assessment grades CAGs it submitted or your rank order positions. Any appeal would have to be undertaken by someone better placed than your teachers to judge your likely grade if exams had taken place. In the unique circumstances of this summer, we do not believe there is such a person.
4. **You cannot** appeal because **your mock result was higher** than the grade you were awarded. Your mock grade will have been taken into account in determining your Centre Assessment Grade

In accordance with Ofqual guidance <https://www.gov.uk/government/publications/summary-guidance-on-appeals-for-gcse-as-and-a-level-summer-2020/summary-guidance-on-appeals-malpractice-and-maladministration-complaints-for-gcse-as-and-a-level-grades-in-england> Park High School **cannot appeal against the CAG** that they decided **was correct at the point of submitting**, and for which the Head of Centre submitted a declaration to confirm that in the centre's judgement this was the grade the students were most likely to have received had the exams gone ahead.

### Park High School confirms that:

- if students or others have concerns about **bias, discrimination or any other factor** that suggests that the Park High School did not behave with care or integrity when determining the CAG and/or rank order information they should in the first instance **raise these concerns with the centre**; as part of the **Parent Complaint Procedure** [http://www.park-high.co.uk/images/policy\\_downloads/Park%20High%20School%20Complaints%20Procedure%20017.doc](http://www.park-high.co.uk/images/policy_downloads/Park%20High%20School%20Complaints%20Procedure%20017.doc)

or

they could take their concerns to the relevant awarding body if this was the more appropriate route

- 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. Such allegations would be taken seriously. In order to understand what makes you think malpractice

or maladministration took place there are four examples (page 7-10) in the linked document. <https://www.gov.uk/government/publications/summary-guidance-on-appeals-for-gcse-as-and-a-level-summer-2020/summary-guidance-on-appeals-malpractice-and-maladministration-complaints-for-gcse-as-and-a-level-grades-in-england>

- where there is evidence, Ofqual require awarding bodies to investigate such allegations as potential malpractice or maladministration as such allegations would be very serious, and Ofqual expect them to be rare

### **How CAGs and Rank Orders were determined**

To respond to any queries or challenges from a candidate (or their parent/carer) Park High School will provide records detailing:

- the process deployed for each subject in CAGs and ranking of all candidates within each grade (or within the cohort where this was required by a particular qualification type). This includes the standardisation process where a cohort was taught across several teachers in a subject area. At Park High School we feel we used a very **robust and rigorous process** in checking the grades before they were ranked and inputted to the examination boards. The process for moderating grades followed 11 stages of checking over an 8 week period. It moved up in hierarchy from class teacher, Curriculum Leader, SLT line manager, SLT panel and statistical moderation, to myself and Dr Parkin who made final checks alongside the LCC School Advisor. **This process is available on request.**
- a summary of the evidence and data used to make objective and professional judgements. At Park High School we used **a wide range of data**; assessments including in class and formal assessments including mock examinations and class work to make a prediction of the grade we feel would be gained in the summer examinations.
- how any conflicts of interest were managed
- confirmation of the process for Head of Centre sign-off and submission of the declaration to awarding bodies evidenced in the 11 stage moderation process. **This process is available on request.**
- any errors reported by an awarding body after the submission of information and details of how these were resolved.

### **Certificates**

Certificates, when received from the awarding bodies, will be issued to candidates. This will be communicated with students and parents through email and social media.