

Methodist College GCSE Examination Appeals Advice Summer 2020

By now you will have received your GCSE results from the exam boards. Those awarded by CCEA are based on the Centre Assessed Grades submitted by the College. Those from other exam boards are the Centre Assessed Grades submitted by the College or the moderated grades produced by the awarding body, whichever is the higher. I hope that you are happy with the outcome and that you are in a position to progress to the next stage of your studies.

The College had to produce a Centre Assessed Grade and Rank Order within grades for each of our external exam candidates. The CAGs and Rank Orders produced were holistic, professional judgements, based on existing records and available evidence in school, which produced a grade that each pupil was **most likely to have achieved** if they had sat their exams and internally assessed components. Our aim was to ensure that no pupil was disadvantaged by the cancellation of the exams and that the qualifications they have been awarded are a fair reflection of their academic abilities. Over 2,500 grades GCSE were produced following the rigorous application of our internal procedures that took full account of any mitigating personal circumstances and prior academic achievement.

Request for an Internal Review

In the event that you think that the results are not a fair and accurate reflection of how you would have performed if the exams had they gone ahead as normal, you may wish to consider making an appeal. You can request an Internal Review if you consider that the College did not apply the College's procedures consistently, or that procedures were not followed properly or applied fairly. If that is the case, please use the following procedure. **Please note that the current direction from Regulation is that pupils cannot appeal against the CAG in terms of teacher academic judgement**

Methodist College Internal Review Procedure for GCSEs

- (i) The pupil **must** first speak to the Head of Department regarding the Centre Assessed Grade awarded to ascertain if there are grounds for appeal.
- (ii) Following careful consideration of this discussion, a pupil wishing to lodge a request for an Internal Review must do so in writing using the form below. A separate form must be completed for each subject that a request is made for.
- (iii) The request must clearly outline the rationale for the review, accompanied by supporting evidence to substantiate the claim. Only the following reasons are acceptable:
 - a. The College did not apply procedures consistently;
 - b. The College did not follow procedures properly;
 - c. The College did not apply procedures fairly.

A copy of the procedures used by the College is available on the College website.

- (iv) The completed request form(s) must be handed to a member of staff at reception in McArthur Hall, in a sealed envelope, with the following information written clearly on the front of the envelope:
 - a. FAO The Principal
 - b. Request for Internal Review of GCSE CAG
 - c. Pupil's name, L6 Tutor Group and candidate number

- (v) Requests for an Internal Review will be accepted from **Wednesday 2nd until Thursday 8th September**. No requests will be accepted before or after these dates. This allows time for pupils to reflect on their results, talk to the relevant Head of Department and gather evidence in support of their request. It also allows time for the College to consider the request in time to meet the deadline for the submission of appeals to exam boards, which is normally the 17th of September.
- (vi) Receipt of the request will be acknowledged, in writing, within 5 working days.
- (vii) Following the receipt of a request for an internal review the Principal will instigate the school's Internal Review Procedure and report the outcome to the candidate no later than the deadline for the submission of appeals to the awarding bodies.
- (viii) In the event that the Internal Review results in a change to the CAG, the College will inform the relevant awarding body and request that the grade is changed. There is no guarantee that the awarding body will accept any such appeal.

The Internal Review Procedure is as follows:

The Head of Centre will appoint a Vice Principal who was not previously involved in the final Centre Assessment Grading process for the subject, to investigate the request. He/she will clarify if the correct data and procedures were applied in respect of arriving at the Centre Assessed Grade for the pupil, via interview and review of the information with the appropriate members of staff, including the Head of Department and the Examinations Officer.

The outcome of the investigation will be reported to the Principal, who will respond to the pupil, in writing, outlining whether or not an appeal will be submitted to the awarding body on their behalf. If an error is identified the College will inform the awarding body of the error and request that the error is corrected.

A written record of the review will be kept and made available to the awarding body upon request.

If the student disagrees with the decision that an appeal should not be made, they may write to the Chairperson of the Board of Governors. The Chairperson will be responsible for referring the complaint to a Complaints Sub-Committee of the Board of Governors, which will investigate and respond to the complaint in accordance with the College's Complaints Policy.

If the student remains dissatisfied with the College's handling of the complaint, they can report their complaint and the College's handling of it to the relevant awarding body.

Methodist College

Request for Internal review of Centre Assessed GCSE Grade 2020

Pupil Name:

Lower 6th Tutor Group:

Date of Birth:

Candidate number:

School e-mail address:

Contact telephone number:

I am requesting an Internal Review of my Centre Assessed Grade for the following subject:

I confirm that I spoke to the Head of Department regarding my grade: Yes/No (delete as appropriate)

The reason(s) for my request is/are:

The evidence I have to support this claim is:

Signed:

Date: