

Saint Conor's College in conjunction with



Magherafelt & Rural Learning Partnership (MRLP)

Policy for Post Results Review for

Centre Determined Grades

Summer 2021

Adopted by Board of Governors on 23/06/2021

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Responsible: Aine Bradley

Magherafelt and Rural Partnership Schools:

Kilronan Special School

Magherafelt High School

Rainey Endowed School

Sperrin Integrated College

St Colm's High School

St Conor's College

St Mary's Grammar School

St Patrick's College

St Pius X College

Section 1: Context and Policy Purpose

Context

On 6 January 2021, the Minister of Education, Peter Weir MLA, cancelled all CCEA GCSE, AS and A2 examinations scheduled for January, February, May, and June 2021 in line with policy across the UK for other awarding bodies. Instead, by Formal Direction of the Minister dated 2 March 2021, the approach to awarding grades in Summer 2021 will be based on teacher professional judgements, with moderation. This policy, which applies to GCSE, AS and A level qualifications offered by CCEA and all other awarding organisations, is intended to support teachers, school leaders, pupils and their parents in the arrangements for Post Results Review to the Centre Determined Grade outcomes.

In 2021, centres are asked to use a range of evidence to arrive at a professional and academic judgement of the standard at which each student is performing in the context of the specification for which they are entered and from this provide a grade to CCEA and other awarding bodies.

Statement of Intent

The purpose of this policy is:

- to provide an overview of the Post-Results Service for Summer 2021 in the context of the guidance issued by CCEA, *CCEA Post-Results Service, Process for Heads of Centre – Summer 2021*.
- to ensure that all staff involved in the process know, understand, and can carry out their roles effectively.
- to ensure students understand the post-Results Service, the centre's role, and the role of the awarding organisation (AO); and
- to provide relevant timelines to ensure the successful completion of internal processes so as not to hinder the progress of any student to the next phase of their education.

It is the responsibility of everyone involved in the Post-Results Service within Saint Conor's College to understand and implement this policy. The Centre Post-Results Service Policy is in line with *CCEA Post-Results Service, Process for Heads of Centre – Summer 2021*, and any further guidance provided by CCEA in relation to its post-Results Service. Staff will familiarise themselves with all relevant documents.

The Post Results Review policy is in line with CCEA Alternative Arrangements – Process for Heads of Centre, and JCQ guidance for Heads of Centre, subject specific guidance and other CCEA and JCQ guidance and information issued in relation to Summer 2021.

Process Overview

Initial Step

Any person considering whether to make an Appeal, should, in the first instance contact the school and discuss the issue with the Head of Centre. It is envisaged that most issues can be resolved in this initial step, however, should any student want to request a review the following staged process must be adhered to.

Post-Results Review Process

There are two stages to the post-Results Service; students must commence with Stage 1 which will be completed by Saint Conor's College and may then progress to Stage 2.

The two stages are:

- **Stage 1** - A Centre Review, completed by [Name of Centre]

- **Stage 2** – An Appeal to CCEA Awarding Organisation, submitted by [Name of Centre] on behalf of a student and completed by CCEA.

Stage 1 – Centre Review conducted by Saint Conor’s College

For full details refer to *CCEA Post-Results Service, Process for Heads of Centre – Summer 2021* available on www.schoolname.com and www.ccea.org.uk

Any student, including private candidates, who was awarded a Centre Determined Grade by Saint Conor’s College in summer 2021 is permitted to submit a request for a Centre Review. Saint Conor’s College will complete a Centre Review for any student who makes a request. To help students decide whether to request a Centre Review, Saint Conor’s College will provide students, voluntarily or on request, with access to:

- the centre CDG policy.
- the sources of evidence used to determine the CDG, including any marks and/or grades.
- details of any variations in evidence used; and
- details of any special circumstances that were considered in determining their grade.

All requests for a Centre Review must be made directly to Saint Conor’s College using the form provided by CCEA.

A student may request a Centre Review if they consider:

- 1) Saint Conor’s College made an administrative error in relation to their grade; and/or
- 2) Saint Conor’s College did not follow its procedure in arriving at the CDG as outlined in the CDG Policy.

If a student wishes to submit an appeal on the ground of academic judgement (unreasonableness), this will only be considered by CCEA at Stage 2. To enable a student to move to this stage, a Centre Review must first be completed by Saint Conor’s College to ensure there have been no administrative errors and that procedures have been followed, or these have been addressed.

Students may submit a priority Centre Review if they have a place at a Higher Education Institution on hold.

Appeals relating to MRLP consortium pupils will be dealt with by the pupil’s home school.

Determining the Outcome of a Centre Review

(Refer to *CCEA Post-Results Service, Process for Heads of Centre – Summer 2021* for full details)

All Centre Reviews will be completed using the form provided by CCEA and will be retained by Aine Bradley electronically to be submitted should a student decide to request a Stage 2 Appeal to CCEA Awarding Organisation.

In order to determine the outcome of a Centre Review, the member of staff conducting the review will have access to the following records and will consider:

- a) the reason presented by the student for the review where this has been specified;
- b) the centre's approved policy and whether it was followed.
- c) the evidence which was used to determine the grade (although the reviewer will not be assessing or re-marking this evidence).
- d) any relevant assessment records that detail amendments to the range of evidence for the student and, where applicable, the steps taken to address any known mitigating circumstances or approved access arrangements.
- e) the records of the quality assurance process and whether these were followed in determining the grade.
- f) the record of any pre-results discussions between the centre and student (for example, where a student has raised mitigating circumstances earlier in the process).
- g) relevant centre administration records; and
- h) any other documentation the decision-maker feels necessary to process the review.

In cases where an administrative or procedural error is identified, the member of staff completing the review will decide whether a grade change is required; this may require input from the Head of Department or Subject Teacher.

The outcome of any Centre Review completed by Saint Conor's College ***may be that the grade goes up, goes down, or stays the same.***

Reporting the Outcome of a Centre Review

If a grade change is considered to be required, Saint Conor's College will submit an error correction request to CCEA as soon as possible.

Saint Conor's College will provide the student with an outcome letter using the template provided by CCEA. This will include:

- whether or not the review found a procedural failure or administrative error.
- if it did, what that error or failure was.
- the reason for the finding.
- whether there was a grade change and, if so, what the new grade is.
- a reason for the grade change, or lack of change; and
- information on the next steps if a student wishes to submit an appeal to CCEA.

A record of the outcome of all Centre Reviews will be retained to be submitted to CCEA should a student decide to request a Stage 2 Appeal to CCEA Awarding Organisation.

Stage 2 – Appeal to CCEA Awarding Organisation

For full details refer to *CCEA Post-Results Service, Process for Heads of Centre – Summer 2021*

Whether or not an administrative or procedural error was found through the Centre Review, and whether or not the grade changed as a result, all students, including private candidates, have the right to submit an Appeal to CCEA Awarding Organisation as the next stage in the process. Where requested by the student, Saint Conor's College will submit such appeals on the student's behalf and include the following as required:

- CCEA submission form completed by the student.
- Evidence used to determine the Centre Determined Grade; and
- Completed Candidate Assessment Record, or similar, for the student.

Saint Conor's College will submit any request for an Appeal to CCEA Awarding Organisation from a student upon the conclusion of a Centre Review. Saint Conor's College will have a process in place to communicate the outcome of the Appeal to CCEA Awarding Organisation to the student upon completion.

Section 2: Roles and Responsibilities

Roles and Responsibilities

The Centre will:

Saint Conor's College will:

- Have appropriate arrangements in place to conduct a Centre Review in line with CCEA guidance.
- Ensure that a transparent process is in place so that students and parents understand the steps in a Centre Review.
- Complete a Centre Review if requested by a student, checking for any administrative errors and/or procedural failures.
- Decide if a grade change is considered to be necessary having completed the Centre Review.
- Make a request to CCEA Awarding Organisation for any changes considered to be necessary to Centre Determined Grades.
- Submit any requests to CCEA for a CCEA Awarding Organisation Appeal.
- Communicate the outcome of any Centre Review and/or CCEA Awarding Organisation Appeal to students.
- Retain records of all completed Centre Reviews electronically, to be submitted to CCEA should a student decide to request a Stage 2 CCEA Awarding Organisation Appeal; and
- Provide pastoral support to students at each stage of the process, as required.

Saint Conor's College will also carefully consider the requirements of their centre policies, particularly in relation to the separation of duties and personnel to ensure fairness in reviews and appeals.

The Board of Governors:

The Board of Governors is responsible for approving the Post Results Review policy.

The Head of Centre

The Head of Centre has overall responsibility for the centre as an examinations centre and will ensure the roles and responsibilities of all staff are defined. The Head of Centre may complete Centre Reviews and/or may delegate this responsibility to another member of the centre staff. The Head of Centre is required to sign-off the outcome of any Centre Review. The Head of Centre should communicate the outcome of any Centre Review or appeal to CCEA to the candidate. The Head of Centre will ensure the Appeals Policy is available to all stakeholders within their centre.

The Vice Principal

The Vice Principal will support the principal and complete any delegated duties required within this process. The Vice Principal is responsible for direct communication within the MRLP schools providing any documentation for appeals that arise from consortium pupils.

The Senior Leadership Team

The Senior Leadership Team will support the Head of Centre in completing Centre Reviews. They may perform a support function to candidates in the completion of any required paperwork or provide advice on the submission of review requests.

The Examinations Officer

The Examinations Officer will submit any appeals to CCEA at Stage 2 or delegate this responsibility to another member of centre staff. The Examinations Officer or a delegated member of staff will submit an error correction request to CCEA, should a grade change be required.

Heads of Department and Subject Teachers

Heads of Departments and subject teachers may be required to provide expert opinion on whether a grade change is required should an administrative or procedural error be identified.

Parents and Guardians

Parents and guardians should support learners by having an awareness of the schools Appeal policy, and ensuring their children adhere to protocols and timeframes set out within the policy. Parents are advised only to make an appeal based on the grounds for appeal. The appeal must be submitted according to the requirements of the awarding organisation to which it is being submitted. Clear communication with students and parents/carers about the appeals process should clarify the need for student consent. Parents should be aware that awarding organisations will determine the grade at appeal, that the grade could go down, up or stay the same and that the outcome will be final other than in instances of a process error by the awarding organisation (see Ofqual's EPRS process above). Their child must provide their written and recorded consent. Their grade could go down, up or remain the same at any stage in the centre review and/or appeals process. Appeals relating to MRLP consortium pupils are dealt with in pupils' own school.

Pupils/Candidates

Pupils are required to familiarise themselves with the content detail and protocols set out in this policy document. Pupils are advised only to make an appeal based on the grounds for appeal. The appeal must be submitted according to the requirements of the awarding organisation to which it is being submitted. To process an appeal written consent is required from the pupil and their parents. Pupils should be fully aware that when making an Appeal and that the awarding organisations will determine the grade at appeal and as a result the grade could go down, up or stay the same. The outcome will be final other than in instances of a process error by the awarding. Appeals relating to MRLP consortium pupils are dealt with in pupils' own school.

CCEA and other Awarding Bodies

CCEA and other awarding bodies will support centres during the Appeals process by providing guidance and advice. CCEA and the other awarding bodies will process Appeals at Stage 2.

Timelines and Dates

A post results review request must be completed as soon as possible. The deadline for submission of those awaiting Higher Education admission is outlined below, however, students are strongly advised to submit a request as soon as possible, as these will be processed in order of submission of the Review request.

In order for Saint Conor's College to meet the above deadline for submission, any requests for a priority Centre Review, where a place at a higher education Institution is on hold, must be submitted no later than **16 August 2021**.

The deadline for submission of priority (A2) Stage 2 Appeals to CCEA Awarding Organisation, where a place at a higher education Institution is on hold, is **23 August 2021**.

Saint Conor's College will process Stage 2 Appeals on Week Beginning 23rd August 2021 and in order to meet the above deadline for submission, all other requests for a Centre Review must be submitted no later than **3 September 2021**.

The deadline for submission of all other Stage 2 Appeals to CCEA Awarding Organisation is **17 September 2021**.

Conflicts of Interest

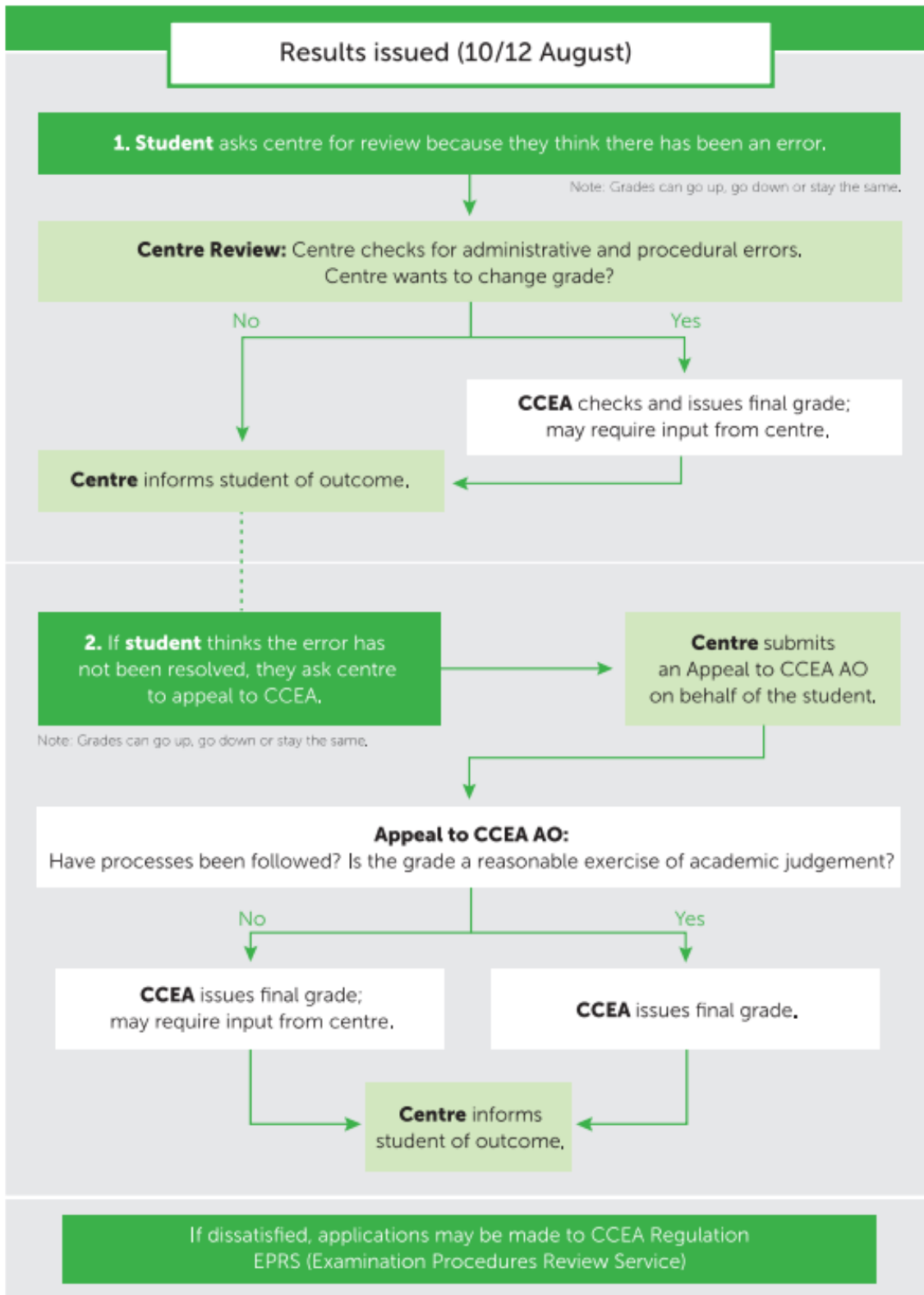
To protect the integrity of the process, staff must declare any potential conflicts of interest to the Head of Centre. An example of a conflict could include conducting a Centre Review for a family member or close friend. The Head of Centre will take the appropriate actions to manage any potential conflicts of interest arising with centre staff.

Appendixes List

A1	Infographic of Appeals Procedure
A2	Sample of Post Submission Form
A3	Centre Review Outcome Form
A4	Stage 2 Appeal to CCEA AO

CCEA POST-RESULTS SERVICE: STUDENT AND PARENT GUIDE

Appendix 1: Process Overview



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Appendix 2: Sample Post-Results Service Submission Form

Important Information for Students

What may happen to your grade during the Centre Review and Appeal to CCEA Awarding Organisation?

If you ask your school or college to undertake a Centre Review of your grade, or if you subsequently ask for an appeal to be submitted to CCEA Awarding Organisation (AO), there are three possible outcomes:

- your original grade goes down, so your final grade may be lower than the original grade you received;
- your original grade stays the same, so there is no change to your grade; or
- your original grade goes up, so your final grade may be higher than the original grade you received.

To initiate a Centre Review, you must complete the form below. You can sign the form with an electronic, handwritten or typed signature. This confirms to your school or college that you have understood what the outcome might be, at any stage of the Centre Review and appeals process, and that you give your consent to a Centre Review and, should you wish, a subsequent Appeal to CCEA AO. A Centre Review or appeal cannot be withdrawn once a finding has been made.

If you believe an error persists once you have received the outcome of the Centre Review and you wish to progress to an Appeal to CCEA AO, you should discuss this as soon as possible with your school or college and ask them to submit your appeal on your behalf. CCEA AO needs to receive an application for appeal from your school or college by **23 August 2021** for priority appeals (those with higher education places pending the outcome of an appeal) or **17 September 2021** for non-priority appeals.

What is a priority appeal?

A priority appeal is for students whose higher education place is pending the outcome of an appeal. You should inform your preferred higher education provider that you have requested a Centre Review or Appeal to CCEA AO.

What is your UCAS personal identifier?

Your UCAS personal identifier is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is pending the outcome of an appeal.

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Stage 1 – Centre Review

A. Student Request

This section is to be completed by the **student**.

If you need help completing this section, please speak to your school or college.

Centre Name	<input type="text"/>	Centre Number	<input type="text"/>
Student Name	<input type="text"/>	Candidate Number	<input type="text"/>
Qualification title including level, e.g. GCSE	<input type="text"/>		
Centre Determined Grade issued	<input type="text"/>		
Are you applying for a priority appeal?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide your UCAS personal identifier.	<input type="text"/>
Grounds for Centre Review Please tick the grounds upon which you wish to apply for a Centre Review.			
Administrative error by the centre	<input type="checkbox"/>	Centre did not follow their procedure	<input type="checkbox"/>
Supporting evidence Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade.			
<input type="text"/>			
Acknowledgement I confirm that I am requesting a Centre Review for the qualification named above and that I have read and understood the information provided in the Important Information for Students section above. In submitting this review, I am aware that: <ul style="list-style-type: none">• the outcome of the review may result in my grade going up, going down or staying the same; and• the next stage (Stage 2 – Appeal to CCEAAO) may only be requested once the Centre Review (Stage 1) has been requested and concluded.			
Student Name	Student Signature	Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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B. Centre Review Outcome

This section is to be completed by the **centre**.

Centre Review Outcome			
Please tick the outcome of the review.			
Upheld	<input type="checkbox"/>	Not upheld	<input type="checkbox"/>
Original Centre Determined Grade	<input type="checkbox"/>	Revised Centre Determined Grade	<input type="checkbox"/>

Information considered by the centre
Please provide a short explanation of the evidence that you have reviewed.

Rationale for the outcome of the Centre Review
Outline the centre's findings from the Centre Review including, where appropriate, rationale for any proposed grade change.

Authorisation and dates of next stages			
Name of authoriser		Date submitted to CCEAAO if appropriate	
Date CCEAAO decision and rationale issued to student		Date student informed of Stage 2 submission	

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Stage 2 – Appeal to CCEA AO

This section is to be completed by the **student**.

If you need help completing this section, please speak to your school or college.

Grounds for Appeal Please tick the grounds upon which you wish to appeal.	
1. Administrative error by CCEA AO	<input type="checkbox"/>
2. Administrative error by the centre	<input type="checkbox"/>
3. Centre did not follow their procedure	<input type="checkbox"/>
4. Unreasonable exercise of academic judgement	
a. Selection of evidence	<input type="checkbox"/>
b. Determination of Centre Determined Grade	<input type="checkbox"/>

Supporting evidence Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade.
<p style="text-align: center; font-size: 48px; opacity: 0.3; transform: rotate(-30deg);">SAMPLE</p>

Acknowledgement		
<p>I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the Important Information for Students section above.</p> <ul style="list-style-type: none">• I am aware that the outcome of the appeal may result in my grade going up, going down or staying the same.• I understand that there is no further opportunity to appeal to CCEA AO and that the next stage would be to contact the regulator. CCEA AO will include the next appropriate steps, where applicable, in its appeal outcome letter.		
Student Name	Student Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>