**Introduction**

This is an exceptional appeals process.  It is a result of the directions that the summer 2020 exam series for GCSE, GCE AS and A-level qualifications should be cancelled following the COVID-19 outbreak and the subsequent arrangements made by the regulators to ensure that as many candidates as possible could receive qualifications based on calculated results.  These procedures apply solely to the review and/or appeal of a result at GCSE, GCE AS & A-level issued in summer 2020.

These procedures are designed to meet the extraordinary regulatory framework conditions for summer 2020 of the three qualification regulators for England, Wales and Northern Ireland (Ofqual, Qualifications Wales and CCEA Regulation).  These regulators were directed to develop an appeals process that focuses on the accuracy and application of the data provided, rather than challenge teachers’ professional judgement on the ability of individual students.  Therefore, there is not an appeals process premised on scrutiny of the professional judgement on which a centre’s assessment grades were determined and also not an appeals process for a student to challenge their position in a centre’s rank order.

Any concerns that a candidate or group of candidates may have been subject to bias or discrimination, should be raised directly with the centre and, if necessary, escalated through the school’s Complaints Policy, available on the school website.  In addition, evidence of bias, discrimination or other improper action by a centre may be presented to an awarding body who may then investigate the matter as alleged malpractice.

**How do centres appeal grades awarded?**

Appeals must be authorised by the Principal (Head of Centre), on behalf of any

candidates for whom data has been provided for the purposes of calculating a grade in a relevant qualification; this includes private candidates. Before authorising the appeal for submission, the Head of Centre must be able to demonstrate that the centre has the written consent of all candidates on whose behalf they are appealing. If a candidate wishes to proceed with an appeal, a ***Request for Review of Results 2020 form*** should be completed. Candidates and/or their parents/carers cannot appeal directly to an awarding body.

Appeals cannot be submitted before the published results day, must be supported by evidence and must provide a clear explanation of the basis for the appeal in all cases.  An appeal may be submitted if the Head of Centre considers that:

a. the awarding body did not apply procedures consistently, or procedures were not followed properly and fairly; or

b. the awarding body used the wrong data (as defined by JCQ) in calculating results; or

c. the result generated was incorrectly issued by the awarding body to one or more candidates.

**What happens if a candidate wishes to appeal a grade but the centre decides that there is not sufficient evidence to proceed with an appeal?**

If the Head of Centre feels that there is insufficient evidence to appeal the grade awarded, and the candidate still wishes to proceed with an appeal, he/ she can request an internal review by the centre. This can be requested if he/she is of the view that the centre (Friends’ School Lisburn) did not apply the school’s procedures consistently, or procedures were not followed properly and fairly.

1. A candidate wishing to lodge a request for an internal review must do so in writing within 5 working days of receipt of results.  A request must be made to the Principal in writing, clearly outlining the rationale for the review.
2. The request will be acknowledged, in writing, within 3 working days.
3. 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 within 10 working days of receipt of the request.

**Wallace High School’s Internal Review Procedure Summer 2020:**

The Head of Centre will appoint a senior member of staff to investigate the request.  He/she will clarify if the correct data and procedures were applied consistently, properly and fairly in respect of the candidate by reviewing the information with the relevant members of staff.

The outcome of the investigation will be reported to the Principal, who will respond to the candidate, in writing, outlining whether or not an appeal will be submitted to the awarding body on their behalf.  If an error is identified the centre will inform the awarding body of the error and request 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 by the centre that an appeal should not be made, they may write to the Chairperson of the Board of Governors.

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