



Plymouth High School for Girls

"For life, not school, we learn"

13th August 2020

Dear Student and Parent,

Please find enclosed your examination results for this year. The rest of this letter explains: how your grades have been calculated; the appeals process; how to access your Centre Assessed Grades and rank position provided by the school to the relevant exam board and the Autumn examination series if you want to take an examination in any subject.

HOW YOUR EXAMINATION GRADES WERE CALCULATED:

As you know, rather than having a normal examination process this year your results have been calculated using a process decided by the government. In summary, the process was as follows:

- Teachers provided assessed grades in each subject they are taking. These assessments will be based on what the teacher believed each student would have achieved had they sat exams this summer, and on a range of evidence.
- Teachers ranked students in order for each subject, to differentiate students awarded the same grade.
- To make sure standards are aligned across schools and colleges, all grades will be standardised by exam boards, using a model developed by the Office of Qualifications & Examinations regulation (Ofqual).

If you would like further detail on how your grades were calculated please see the following:

- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902736/Standardising_grades_in_summerx_2020_-_factsheet_-_20200721_1529.pdf
- Heads of Department worked with teachers within their subject area to ensure that the centre assessed grade (CAG) was as accurate as possible. In order to do this, teachers reviewed departmental data which included mock examination results, other internal assessments, classwork and homeworks that were completed over the two years of the A Level course. The grade arrived at by the teacher was in their opinion the most likely outcome for a given student within their subject. HODS then reviewed the cohort data and the rank order was decided upon in conjunction with the teachers within the department. Please rest assured that we are used to doing this as we provide UCAS predicted grades every year. As a school we followed the OFQUAL advice on the process of ranking and CAG in full. The CAG and rank orders were then moderated by the Senior Team and agreed before the CAG and ranks were submitted to the examination boards.

THE APPEALS PROCESS 2020:

Please note this Ofqual guidance *"It is important to remember that you cannot challenge your school or college under the appeals process on the Centre Assessment Grade(s) it submitted or your rank order position(s)."*

Students:

- Can ask their school or college to check whether it made an administrative error when submitting their Centre Assessment Grade or position in the rank order and if it agrees it did, to submit an appeal to the exam board
- Can appeal based on their mock result being higher than their final result. The details of how this mechanism will work have not yet been published. We will continue to monitor the situation and ensure that students are not disadvantaged – if the advice remains the same and your mock result remains higher than your Centre Assessment Grade, we will complete the appeal but may need your authorisation for this to occur. We are awaiting more guidance and will be in contact with students as necessary.

If you would like to appeal on the basis of an administrative error:

1. Download and complete the form in Appendix 1
2. Send completed form to Mrs Hardwick at jhardwick@phsg.org
3. The deadline for submitting an administrative error appeal is 18/08/2020

We aim to process an administrative error appeal within 20 working days.

Schools and colleges can appeal:

- If they believe something has gone wrong in processing their results – for example, if a centre believes it has made an error when submitting its information; or similarly, that an exam board made a mistake when calculating, assigning or communicating a grade. We expect that any such mistakes will be quickly found and corrected
- If they can evidence grades are lower than expected because previous cohorts are not sufficiently representative of this year's students

After our initial review of the 2020 examination results the school has decided, at this stage, not to appeal the overall results for the cohort. If, after further analysis, we do decide to appeal we will keep you informed of the process.

Full details of how the appeals process is working this year can be found at:

www.gov.uk/government/news/appeal-arrangements-for-as-a-levels-and-gcses

Making a complaint about bias, discrimination or malpractice /maladministration:

The Ofqual guidance states that you can make a complaint to the school *“If you are concerned that your centre assessment grade(s), or your rank order position(s), was/were wrong because you believe the judgement was influenced by factors other than evidence about your academic performance.”*

In addition Ofqual state that *“Receiving a grade lower than you hoped for or expected is not itself an indication of 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.”*

For further guidance on what might constitute grounds for a complaint please read the following guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907925/Information_for_students_about_malpractice-7-8-2020.pdf

If, having read the guidance linked to above, you believe you have grounds for a complaint regarding bias, discrimination or malpractice /maladministration then this should be made under the school’s complaints procedure.

The deadline for submitting a complaint is 18/08/2020

ACCESSING YOUR CENTRE ASSESSED GRADES AND RANK POSITION:

If you would like to access your Centre Assessed Grades and rank position then:

1. Download and complete Appendix 2
2. Send completed form to Mrs Hardwick at jhardwick@phsg.org
3. The deadline for submitting a request for Centre Assessed Grades and rank position is 18/08/2020

We will aim to process requests within 20 working days.

AUTUMN EXAMINATION SERIES:

Headteacher: Mr Simon Underdown
St Lawrence Road, Plymouth PL4 6HT
Tel: 01752 208308 Email: phs@phsg.org
Website: www.phsg.org



If you would like to take an examination in any subject you would have taken this summer there is an Autumn series of examinations that will be run at school.

Ofqual has indicated that A Level examinations should take place in October and GCSE examinations should take place in November.

For full details of the Autumn series arrangements please see:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/896446/Autumn_Series_2020_Consultation_Decisions_300620.pdf

If you would like to take an examination in Autumn please:

1. Download and complete Appendix 3
2. Send completed form to Mrs Hardwick at jhardwick@phsg.org
3. The deadline for submitting a request to sit an examination in Autumn is 18/08/2020

ANY QUESTIONS

If you have any questions regarding your examination results or would like any support in terms of your options and next steps then please contact the school and we provide all the support we can.

Kind regards,



Mr Underdown

Headteacher

Appendix 1 – student administrative error appeal

I would like to appeal the outcome of one or more of my results on the basis of administrative error.

Student Name:

Subject/s to be reviewed for administrative error:

Contact details for appeal outcome:

Appendix 2 – Request for Centre Assessed Grades and rank position

I would like to access the Centre Assessed Grades and rank position as follows:

Student Name:

Subject/s requested for Centre Assessed Grades and rank position:

(Please only list the subjects you would like information on, the school will then complete the table below with the Centre Assessed Grade and rank position)

Subject (completed by the student)	Centre Assessed Grade (completed by the school)	Rank within the grade (completed by the school)

Contact details for information to be sent to:

Appendix 3 – request to sit examination in Autumn series

I would like to sit an examination during the Autumn series as follows:

Student Name:

Subject/s to sit this Autumn:

Contact details for correspondence regarding Autumn examinations: