**Methodist College Examination Appeals Advice Summer 2020**

By now you will have received your standardised results from the exam boards and I hope that you are happy with the outcome and that you are in a position to progress to the next stage of your career or studies. 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 gone ahead as normal, you may wish to consider making an appeal. If that is the case, please note the following.

1. Heads of Department and Senior Leaders in the School are analysing all of the results that have come in to ascertain if there are any significant anomalies in the outcomes that could justify an appeal being lodged by the College. If we decide to submit an appeal on your behalf, we will seek your consent in advance of making the appeal.
2. If you want the College to consider submitting an appeal on your behalf, then please complete the form below and e-mail it to info@mcb.belfast.ni.sch.uk using the subject heading **A2 Results Appeal** or **AS Results Appeal**. You may include additional subjects by expanding the table.
3. Priority will be given to A2 appeals. Those considering an appeal against an AS grade should not contact the school before Monday 17th August.
4. Reasons for an appeal:
	1. the awarding body did not apply procedures consistently, or procedures were not followed properly and fairly; or
	2. the awarding body used the wrong data (as defined by JCQ) in calculating results; or
	3. the result generated was incorrectly issued by the awarding body to one or more candidates.

It is important to note that you **cannot** appeal your Centre Assessed Grade or Subject Rank Order.

**Information to be submitted to** info@mcb.belfast.ni.sch.uk

|  |  |
| --- | --- |
| **Name** |  |
| **Candidate Number** |  |
| **Date of Birth** |  |
| **Subject** |  |
| **Level (A2, AS, GCSE)** |  |
| **Exam Board** |  |
| **Grade Awarded** |  |
| **Reason for appeal** |  |

**Request for an internal review**

You can request an internal review and submission of an appeal by Methodist College on your behalf if you consider that the College did not apply the College’s procedures consistently, or procedures were not followed properly and fairly. If that is the case, please use the following procedure.

**Methodist College Internal Review Procedure**

1. A student wishing to lodge a request for an internal review must do so within 5 working days of receipt of his/her results. A request must be made to the Principal in writing, clearly outlining the rationale for the review.
2. The request should be addressed to info@mcb.belfast.ni.sch.uk with the subject heading **Request for Internal Review.**
3. The request will be acknowledged, in writing, within 3 working days.
4. 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.

**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, to investigate the request. He/she will clarify if the correct data and procedures were applied consistently, properly and fairly in respect of arriving at the Centre Assessed Grade for the student, 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 student, 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 Centre Assessed Grade and Rank Order Request**

Methodist College submitted Centre Assessment Grades (CAG) and Rank Orders (RO) for summer 2020 GCSE, AS and A Levels to the examination boards in June. The **examination boards have applied a statistical standardisation process to these grades and awarded the final grades issued to you**. A useful summary of this process can be seen in the CCEA infographic at <https://ccea.org.uk/students-parents/results-information>.

Throughout the CAG/RO process, teachers and schools were required to keep both the CAG and RO confidential. Now that the exam boards have published the final grades awarded to pupils, it is permissible for a pupil to request his/her CAG/RO information from the school.

It is important to note that the grade awarded by the exam board may be different from your CAG as a result of their statistical standardisation process, as shown in the example below.

|  |  |  |
| --- | --- | --- |
| **Qualification/Subject** | **Exam Board Final Grade Awarded to Candidate** | **CAG/RO Submitted to Examination Board by Methodist College** |
| *e.g. A2 English* | *A* | *A 4* |
| *e.g. AS Chemistry* | *B* | *A 12* |
| *e.g. GCSE Maths* | *A\** | *A1* |

It is also important to note that we may not be able to supply you with RO information in some cases. This would apply in circumstances where providing you with your RO could potentially reveal information about other pupils e.g. in a small cohort.

If you would like to receive CAG/RO information about your exams, then please complete the **Methodist College Centre Assessed Grade and Rank Order Request Form 2020** indicating the subject(s) and final grade(s) awarded. The form should be e-mailed to info@mcb.belfast.ni.sch.uk with the subject heading **CAG request**.

We will provide you with the CAG/RO information for the subject(s) listed within 30 days. It is essential that you **list each subject and grade awarded** as shown in the example below for your request to be considered.

**Methodist College Centre Assessed Grade**

**and Rank Order Request Form 2020**

**Pupil Name: Form Class:**

**Date of Birth: Candidate number:**

**e-mail address: Home telephone number:**

|  |  |
| --- | --- |
| **Qualification/Subject** | **Exam Board Final Grade Awarded to Candidate** |
| *e.g. GCE English* | *A* |
|  |  |
|  |  |