



# Ravenshall

all different | all equal | all important

## **Guide to Exams , Assessments, Qualifications, Results and Appeals**

Examinations provide assessment generally at the end of a Key Stage. This assessment gives information to students and parents about knowledge, understanding and skills achieved. As a school we participate willingly in the administration of examinations in the best interests of the students and the school. In addition, other Internally set and marked examinations may take place at other stages in a student's progress through the school in order to both prepare for public examinations and check student learning

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## At Ravenshall we ensure that:

- The exams system in this school combines entitlement with flexibility
- Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent
- Students undertake examinations knowing what is expected of them in terms of preparation and behaviour
- Students are guided in their decisions about whether to withdraw an examination entry and do so with full knowledge of the implications for their careers or further education
- Staff understand fully their obligations and responsibilities with relation to examinations
- The school meets the requirements of examination security and is equipped to undertake exam administration including data processing and a results / appeal service
- Accurate examination data is available to inform target setting
- In the event that a course /qualification is withdrawn, the school will ensure a suitable replacement is identified to ensure that pupils gain an accreditation that is at least equal to that in the original course offer

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## Responsibilities for public examinations:

- Mrs J Tate, Headteacher with overall responsibility for the school as an examinations centre
- Mr J Swaine, Head of Key Stage 4 / Mrs R Errett, Head of Preparation for Adulthood — guidance and pastoral oversight of students who are unsure about examination entries
- Mrs F Kemp, Exams officer, administration of entries, relevant paperwork, and notifying parents of the appeals process.
- Please feel free to make contact if you have any questions relating to assessments and exams

### Results Day - Thursday 20th August

Year 11 / 13 results will be available to be collected from school on Thursday 20th August between 9.00 and 10.00am. Any remaining candidates' results will then be posted to the candidates' home addresses. Please inform school of any changes of address after leaving school on Friday 26th June. Official examination certificates will be available to be collected from school after October half term 2020 please call school prior to arrival to arrange collection.

For any queries please contact

[frances.kemp@ravenshall.org](mailto:frances.kemp@ravenshall.org)

## Examination appeals procedures

### Appeals summer 2020

Ofqual confirmed that a centre may appeal to the exam board if it believes the centre itself made an error when submitting a centre assessment grade or rank order information; or similarly, if it believes an exam board made a mistake when calculating, assigning or communicating a grade. We expect that any mistakes will be quickly found and corrected.

When consulting on this summer's arrangements, Ofqual considered carefully opportunities for a student to challenge their centre assessment grades and position in their centre's rank order. On balance, they decided it would not be in the interests of students or the fairness of the arrangements overall. Any appeal would have to be undertaken by someone better placed than the student's teachers to judge their likely grade if exams had taken place – in the unique circumstances of this summer, we do not believe there is any such person. In addition, because of the role of the rank order in grading this year, such an appeal would have implications for other students in the cohort: if one student successfully appealed against their position in the rank order, it would have negative implications for other students who would, in turn, need to be given an opportunity to appeal.

If students or others have concerns about bias, discrimination or any other factor that suggests that a centre did not behave with care or integrity when determining the centre assessment grade and/or rank order information they should normally raise these concerns with their centre, in the first instance. In some cases, where there is evidence of serious malpractice on the part of the centre, it may be appropriate to bring those concerns directly to the exam board in the first instance. Where there is evidence, we require exam boards to investigate allegations as potential malpractice or maladministration. We expect such allegations to be rare, but this is an important safeguard for students and their overall confidence in this year's grading arrangements.

## Explanation of Qualifications

**AQA, OCR and ASDAN are the 3 examination boards currently used here at Ravenshall**

In ASDAN learners can achieve different qualification outcomes depending on the minimum number of credits they accrue. These outcomes can be:

An Award qualification

A Certificate qualification

A Diploma qualification

The minimum number of credits required for each outcome varies depending on the qualification title:

For the **Award** the minimum number of credits range from **6 – 8**

For the **Certificate** the minimum number of credits ranges from **13-15**

For the **Diploma** the minimum number of credits is **37**

**Entry Level Certificate (ELC)** is a qualification below GCSE (General Certificate of Secondary Education). A student successfully completing an ELC is awarded one of the following grades, which are common to all Entry Level qualifications: Entry 3 (highest), Entry 2 and Entry 1 (lowest). Those who do not reach the level for Entry 1 are recorded as uncertified (U) and do not have the subject appear on their certificate of results.

GCSE qualification has a new grading structure shown below:



New grading structure	Current grading structure
9	
8	A*
7	A
6	B
5	
4	C
3	D
2	E
1	F
	G
U	U

**GOOD PASS (DfE)**  
5 and above = top of C and above

**AWARDING**  
4 and above = bottom of C and above

OCR Functional Skills qualifications support the development of practical skills in English, Maths and ICT, and are designed to help learners gain the most out of work, education and everyday life.

Candidates are entered at a specific level:

Entry 1, 2, or 3

or **Level 1** - the equivalent to GCSE - grades 3, 2, 1 or D, E, F, G ,

or **Level 2** - the equivalent to GCSE - grades 9, 8, 7, 6, 5, 4 or A\*, A, B, C.

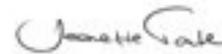
### When will I get my results?

Exam boards are working really hard to get the results to you – we do not anticipate results to be delayed after the dates they were expected which is Thursday 20th August 2020 and ideally they will be issued a little earlier, so you can have the certainty you need to progress. We will confirm the date closer to the time. The grades you get this summer will look exactly the same as in previous years, and they will have equal status to colleges and employers to help everyone move forward in their lives.

We will still be able to award as normal the AQA unit award scheme work that has been submitted in a number of subjects.

Your class teachers will be keeping in touch with you, if you have any queries about exam results please ask and we will do our very best to answer your questions. I hope you are managing to stay safe and well during this difficult time.

Yours sincerely



Mrs J Tate

Dear Parents / Carers and Students

### **Exam results for Summer 2020**

I understand how unsettling the past weeks have been for you, since schools have closed and the announcement that exams have been cancelled this summer. I wanted to let you know what is being done to provide you with grades. The aim of Ofqual, the body that oversee all exams, is to be fair to students this summer and to make sure you are not disadvantaged in your progress to college or next stage of education because of these unprecedented conditions.

#### **How will grades be calculated?**

We will be asked to send exam boards two pieces of information for each of your subjects, based on what we know about your work and achievements:

- the grade we believe you were most likely to get if teaching, learning and exams had happened as planned
- within each subject, the order of students at school by performance, for each grade.

We will be asked to consider a range of things like your classwork and homework, your results in assignments and any mock exams or coursework you might have done as well as your general progress during your course.

This information will allow exam boards to standardise grades across schools and colleges, to make sure that, as far as possible, results are fair in case some schools or colleges are more generous or harsh than others when making those judgements.

That means there is a chance that the final grade you get could be different from the one we send to the exam board, that is to say we cannot guarantee any submitted grades.

We are not required to set additional mock exams or homework for your centre assessment grade, and you won't be disadvantaged if you were not set, or were unable to complete, any work given out after schools were closed.

The grades that we submit to the exam boards will be confidential so please do not ask your teachers, or anyone else at school to tell you the grades we will be sending to the exam boards or where we have placed you in the order of students; we will not be allowed to share this with you.

We also offer **Unit Award Scheme (UAS)** to learners as a part of KS4 Pathways subjects. Whilst it is NOT a formal qualification it does give the opportunity to have achievements formally recognised with a certificate issued by AQA each time a short unit is successfully completed. This method does not award a level to the learner's achievement but shows that a learner has achieved a number of outcomes to achieve the award.

#### **At Key Stage 4 and Post-16**

- All students should be entitled to and enabled to achieve an entry for qualifications from an external awarding body
- If a student's entry in any subject is to be withdrawn there must be an initial concern form completed by the subject teacher in consultation with the subject leader. The student, parents/carers, the head of key stage, the subject leader, subject teacher and if necessary Calderdale/Kirklees careers should be involved before a final decision is made
- All students will be monitored carefully throughout their time at the school and coursework and attitude notified to the head of key stage using concern forms as soon as they arise
- Any proposed major changes to the examination board, style or timing of examinations, e.g. modular courses, must be discussed and approved by the leadership group based on information given by the relevant subject leader