

CENTRE POLICY FOR THE POST-RESULTS SERVICE ST CECILIA'S COLLEGE

Adopted by Board of Governors 9 August 2021

Issued to staff on 10 August 2021

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Responsible: Head of Centre and other designated staff.

1. 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 the Awarding Organisations;
- 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 St Cecilia's College to understand and implement this policy. The Centre Post-Results Service Policy is in line with guidance provided by the Awarding Organisations in relation to its Post-Results Service. Staff will familiarise themselves with all relevant documents.

2. Process Overview

There are two stages to the Post-Results Service; students must commence with Stage 1 which will be completed by St Cecilia's College and may then progress to Stage 2. The two stages are:

- **Stage 1** - A Centre Review, completed by St Cecilia's College
- **Stage 2** – An Appeal to the Awarding Organisation, submitted by St Cecilia's College on behalf of a student and completed by the Awarding Organisation.

Stage 1 – Centre Review conducted by St Cecilia's College

For full details refer to the guidance provided by the Awarding Organisations.

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

- the Centre Determined Grade (CDG) Policy;
- the sources of evidence used to determine the CDG;
- 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 St Cecilia's College using the form provided by the relevant Awarding Organisation. A student may request a Centre Review if they consider:

- 1) St Cecilia's College made an administrative error in relation to their grade; and/or
- 2) St Cecilia'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 the Awarding Organisation at Stage 2. To enable a student to move to this stage, a Centre Review must first be completed by St Cecilia'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.

Determining the Outcome of a Centre Review

All Centre Reviews will be completed using the form provided by the Awarding Organisation and will be retained by St Cecilia's College electronically to be submitted should a student decide to request a Stage 2 Appeal to the 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 processes 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 St Cecilia's College may be that the grade goes up or stays the same.**

Reporting the Outcome of a Centre Review

If a grade change is considered to be required, St Cecilia's College will submit an error correction request to the Awarding Organisation as soon as possible.

St Cecilia's College will provide the student with an outcome letter using the template provided by the Awarding Organisation. 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 the Awarding Organisation should a student decide to request a Stage 2 Appeal to the Awarding Organisation.

Stage 2 – Appeal to Awarding Organisation

For full details refer to the guidance issued by the Awarding Organisation.

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 the Awarding Organisation as the next stage in the process. Where requested by the student, St Cecilia's College will submit such appeals on the student's behalf and include the following as required:

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

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

3. Roles and Responsibilities

St Cecilia's College will:

- Have appropriate arrangements in place to conduct a Centre Review in line with the guidance provided by the relevant Awarding Organisations;
- 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 the Awarding Organisation for any changes considered to be necessary to Centre Determined Grades;
- Submit any requests to the Awarding Organisation for an Awarding Organisation Appeal;
- Communicate the outcome of any Centre Review and/or Awarding Organisation Appeal to students;
- Retain records of all completed Centre Reviews electronically, to be submitted to the Awarding Organisation should a student decide to request a Stage 2 Awarding Organisation Appeal; and
- Provide pastoral support to students at each stage of the process, as required.

St Cecilia'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 is responsible for approving the policy.

The Head of Centre has overall responsibility for St Cecilia's College 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 Stage 1 Centre Review or Stage 2 Appeals to the Awarding Organisation to students.

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

The Examinations Officer will submit any Stage 2 Appeal to the Awarding Organisation through the relevant app, or delegate this responsibility to another member of centre staff. The Examinations Officer or a delegated member of staff will submit any error correction requests to the Awarding Organisation, should it be considered that a grade change is required.

Heads of Department and Subject Teachers may be required to provide expert opinion on whether or not a grade change is required should an administrative error or procedural failure be identified through a Centre Review.

4. Timelines and Dates

Year 14 only (Priority Appeals)

In order for St Cecilia's College to meet the deadline for submission, any requests for a priority Centre Review, (A2) Stage 2 Appeals to the Awarding Organisation, **where a place at a higher education Institution is on hold, is 23 August 2021**. Stage 1 reviews must be made to the school by **1pm on Friday, 13 August 2021**. The school will communicate the decision on Stage 1 to pupils by Wednesday, 18 August 2021.

Year 14 only (All Other Appeals)

The deadline for submission of all other Stage 2 Appeals to the Awarding Organisation is **17 September 2021**. In order for St Cecilia's College to meet this deadline for submission, any requests for a Centre Review must be submitted to the school no later than **3 September 2021**.

5. Conflicts of Interest

To protect the integrity of the process:

- staff must declare any potential conflicts of interest to the Head of Centre.
- students and/or parents should not communicate directly with members of the teaching staff with regard to any aspect of the CDG/appeals process. All such communications should be directed to the Head of Centre.
- teaching staff should not communicate directly with students and/or parents in relation to the CDG/Appeals processes. No such communications should be undertaken without the permission of the Head of Centre.

Any attempts at external contact by students and/or parents must not be responded to by members of the teaching staff and must be reported to the Head of Centre.

If a student wishes to make an appeal, please email: fmailey911@c2ken.net