

Friends' School Lisburn



Post-Results Service Policy

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 [CCEA](#);
- to ensure that all staff involved in the process know, understand and can carry out their roles effectively;
- to ensure candidates 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 candidate to the next phase of their education.

It is the responsibility of everyone involved in the Post-Results Service at Friends' School to understand and implement this policy. The Centre Post-Results Service Policy is in line with CCEA's [Process for Heads of Centre](#). Staff will familiarise themselves with all relevant documents.

2. Process Overview

There are two stages to the Post-Results Service. Candidates must commence with Stage 1, which will be completed by Friends' School, and may then progress to Stage 2. The two stages are:

Stage 1 - A Centre Review, completed by Friends' School

Stage 2 – An Appeal to CCEA, submitted by Friends' School on behalf of a candidate and completed by CCEA.

Stage 1: Centre Review conducted by Friends' School

All candidates, including private candidates, who were awarded a Centre Determined Grade by Friends' School in summer 2021, are permitted to submit a request for a Centre Review. To help candidates decide whether to request a Centre Review, Friends' School will provide them, on request, with access to:

- the Friends' School CDG policy;
- the sources of evidence used to determine the CDG, including any marks and/or grades;
- 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 Friends' School using the form provided by CCEA. A candidate may request a Centre Review if they consider:

- 1) Friends' School made an administrative error in relation to their grade; and/or
- 2) Friends' School did not follow its procedure in arriving at the CDG as outlined in the Friends' School CDG Policy.

If a candidate wishes to submit an appeal on the grounds that an academic judgement was unreasonable, this will be considered by CCEA at Stage 2. To enable a candidate to move to this stage, a Centre Review must first be completed by Friends' School to ensure there have been no

administrative errors and that procedures have been followed. Candidates 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 CCEA and will be retained electronically by Friends' School, to be submitted should a candidate decide to request a Stage 2 Appeal by CCEA.

In order to determine the outcome of a Centre Review, the member of staff conducting the review will consider:

- a) the reason presented by the candidate for the review, where this has been specified;
- b) the centre's approved policy and whether it was followed;
- c) the evidence used to determine the grade;
- d) any relevant assessment records that detail amendments to the range of evidence for the candidate 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) relevant centre administration records; and
- g) 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.

Although reviewers will consider the evidence used to determine the grade, they will not be assessing or re-marking this evidence.

The outcome of any Centre Review completed by Friends' School may be that the grade goes up, goes down, or stays the same.

Reporting the Outcome of a Centre Review

If a grade change is required, Friends' School will submit an error correction request to CCEA as soon as possible. Friends' School will provide the candidate with an outcome letter using the template provided by CCEA. 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 candidate wishes to submit an appeal to CCEA.

A record of the outcome of all Centre Reviews will be retained to be submitted to the AO should a candidate decide to request a Stage 2 Appeal to CCEA.

Stage 2: Appeal to CCEA

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 candidates, including private candidates, have the right to submit an Appeal to CCEA as the next stage in the process. Where requested by the candidate, Friends' School will submit such appeals on the candidate's behalf and include the following as required:

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

Friends' School will submit any request for an Appeal to CCEA from a candidate upon the conclusion of a Centre Review. Friends' School will have a process in place to communicate the outcome of the Appeal to CCEA to the candidate upon completion.

The outcome of any review completed by CCEA may be that the grade going up, going down or staying the same.

3. Roles and Responsibilities

Friends' School will:

- Have appropriate arrangements in place to conduct a Centre Review in line with CCEA guidance;
- Ensure that a transparent process is in place so that candidates and parents understand the steps in a Centre Review;
- Complete a Centre Review if requested by a candidate, checking for any administrative errors and/or procedural failures;
- Decide if a grade change is considered to be necessary;
- Make a request to CCEA for any changes considered to be necessary to Centre Determined Grades;
- Submit any requests to CCEA for a CCEA Awarding Organisation Appeal;
- Communicate the outcome of any Centre Review and/or CCEA Appeal to candidates;
- Retain records of all completed Centre Reviews electronically, to be submitted to CCEA should a candidate decide to request a Stage 2 CCEA Appeal; and
- Provide pastoral support to candidates at each stage of the process, as required.

Friends' School 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 Friends' School 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 to candidates the outcome of any Stage 1 Centre Review or Stage 2 Appeals to CCEA.

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

The Examinations Officer or Assistant Examinations Officer will submit any Stage 2 Appeal to CCEA Awarding Organisation through the CCEA app. The Examinations Officer or a delegated member of staff will submit any error correction requests to CCEA if it is deemed that a grade change is required.

Heads of Department and Subject Teachers will be required to assist with Centre Reviews and provide expert opinion on whether or not a grade change is required in cases where an administrative error or procedural failure is identified.

4. Timelines and Dates

A priority Stage 2 Appeal can be made only for A2 candidates in cases where a place at a higher education Institution is on hold. The deadline for submission of priority Stage 2 Appeals to CCEA is **23 August 2021**. In order for Friends' School to meet the deadline for submission, any requests for a priority Centre Review must be submitted to the school no later than **Friday 13 August 2021**.

The deadline for submission of all other Stage 2 Appeals to CCEA (GCSE, AS and non-priority A2) is **17 September 2021**. In order for Friends' School to meet the above deadline for submission, all other requests for a Centre Review must be submitted 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. An example of a conflict could include conducting a Centre Review for a family member or close friend. The Head of Centre will take the appropriate actions to manage any potential conflicts of interest arising with centre staff.

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Responsible: Stephen Moore, Head of Centre