Kenton School

**Summer 2020 CAG Internal Appeals Policy**

This policy covers the Centre Assessed Grades (CAGs) process undertaken for qualifications awarded during Summer 2020. It should be read in conjunction with the document ‘Summer 2020

Results and Appeals Process’. This was provided to all candidates on results day and gives further details of the results and appeals process.

Kenton School is committed to ensuring that whenever its staff assess work for a CAG that this is done fairly, consistently and in accordance with the awarding body’s specification and subject-specific associated documents.

**CAG and Rank Orders Procedure**

**CAG Request:** CAGs and rank orders must be formally requested in writing addressed to the Chair of Governors by Wednesday 2nd September 12 noon.

**Subject Access Request:** Kenton School has a process in place to be able to distinguish between a request for the CAG under this policy and a Subject Access Request under GDPR. Under GDPR, Subject Access Requests do not have to be made in writing and do not have to mention the words “GDPR” or “Subject Access Request”. It is for the School to be able to recognise that the student is exercising their legal right to make a Subject Access Request.

Kenton School:

* will use a range of evidence including coursework, written evidence in books, PPE results, in class tests and more to formulate a holistic picture of every pupils before submitting a CAG.
* ensure every pupil’s CAG is checked by teachers.
* ensure that the CAG is then checked and challenged by Heads of Department, Senior Leaders, the Governing Body and Trust.
* ensure that it is reviewed again by the Examination Officer and Senior Leaders.
* ensure that it is submitted by the Principal to awarding bodies. These CAGs are then moderated and statistically analysed by each examination body.
* will not divulge provisional CAGs, nor rank orders, to candidates or parents/carers before the issue of results
* understands that any inappropriate disclosure of CAGs and rank order information before the issue of results will be investigated by awarding bodies as potential malpractice

If a candidate believes that this internal process may not have happened in relation to his/her CAG, he/she may make use of the CAG internal appeals process.

**CAG Internal Appeal Process**

* Candidates who wish to appeal against a CAG should do so by completing and returning the form overleaf to the exams office by 7 September 2020.
* A member of SLT not connected with the subject department, under the direction of the Head of Centre, will conduct the investigation.
* The purpose of the appeal will be to decide whether the teacher assessment process used for the CAG conformed to the awarding body’s specification and subject-specific associated documents, as well as the guidelines set out by Ofqual.
* Candidates may requests copies of appropriate materials used as part of the CAG process.
* The appellant will be informed in writing of the outcome of the appeal by 14 September.

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| **CAG Internal Appeals Form – Kenton School**  Summer 2020 awarding | FOR CENTRE USE ONLY | |
| Date received |  |
| Please tick box to indicate the nature of your appeal and complete all white boxes on the form below | Reference No. |  |

* Appeal against the Centre Assessed Grade awarded by the Centre

| Name of appellant |  | Awarding body |  |
| --- | --- | --- | --- |
| Candidate name  if different to appellant |  | Qual type/  Subject |  |
| Please state the grounds for your appeal below and include as much evidence as possible:  If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed | | | |
| Appellant signature: Date of signature: | | | |

This form must be signed, dated and returned to the exams officer (cheryl.baines@kenton.newcastle.sch.uk) on behalf of the head of centre by **7 September 2020**

**CAG Appeals Log**

On receipt, all complaints/appeals are assigned a reference number and logged. Outcome and outcome date is also recorded.

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| Ref No. | Date received | CAG Appeal | Outcome | Outcome date |
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