



DAVENANT STUDENT CAG APPEAL PROCESS 2020

Every students' grade, in every department, was analysed and moderated by staff within the Department, Heads of Department and members of the Senior Team and finally signed off individually by the Head of Exam Centre (Headteacher) to ensure fairness and accuracy.

Please see the Project Timeline included in the 2020 Exam FAQs

<https://www.davenantschool.co.uk/page/?title=2020+EXAMS+FAQs&pid=400>

Please be assured that every grade has been checked and there have been no errors in the uploading of the centre assessment grades to the Exam Boards.

If you think that your grade(s) does (do) not fully reflect what you think you should have received based on **formal assessment data** and you wish to appeal please email centreassessmentgrade@davenant.org

Please clarify, in your email, the grounds for your enquiry either:

- Due to bias, discrimination or malpractice
OR
- Due to mistakes (Please be assured that every grade has been checked and there have been no errors in the administration of the centre assessment grades to the Exam Boards.)

Please be aware, that because this data is relating to you, as a student, any enquires we receive must come from you, due to GDPR regulations, however you may wish to receive support in this process.

In the first instance you will be contacted, by telephone, to give you the opportunity to explain why you think you have grounds for an enquiry.

In advance of this, you will receive a summary of the formal assessment data we hold on you. Before your telephone appointment it is important you read the information on the Davenant website on the process we followed, so that you fully understand how the school approached and formulated your grades.

<https://www.davenantschool.co.uk/page/?title=2020+EXAMS+FAQs&pid=400>

If you are not satisfied by the outcome of the telephone discussion, the next step will be for you to request, through centreassessmentgrade@davenant.org, a face to face meeting.

During the meeting we will, as a school, explain further, how we made our judgement, and what evidence it relied on.

At the end of the meeting there are two possible outcomes.

1. You are now aware how the school calculated the grade(s) in your subject(s) and although you may not be completely happy with them, from a personal point of view, you accept why the school submitted them based on your academic records and teacher assessments.
2. You believe the judgement made by your teachers at Davenant, was influenced by factors **other than evidence about your academic performance**. You may feel that your assessment grades were influenced by **bias, discrimination or malpractice**. The exam boards expect such cases to be very rare and as a school we would take such a claim very seriously. If you feel that this is the case, you may do the following:
 - a. Refer to the school's **complaints procedure policy** <https://www.davenantschool.co.uk/attachments/download.asp?file=3817> and register an official complaint outlining your concerns and where such discrimination and bias took place and which teacher was discriminatory. The school would then follow the policy procedure and investigate such a claim. At the end of the investigation, you will be invited into school where a senior member of staff and a member of the Governing Body would feedback the findings to you and any outcomes.



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- b. If you feel the complaints procedure was not robust and completed within policy guidelines, you may then consider raising your concerns about malpractice or maladministration with the exam board which issued your results. It is important to remember that this would not be an appeal, but rather an allegation against the school, that malpractice, maladministration or discrimination occurred in relation to your centre assessment grade(s). This is a serious allegation and should not be made lightly.

If you do not feel that the school can be approached or would not deal with your case fairly, then you should approach the exam board directly.

If the exam board decides that it has a reasonable basis to suspect malpractice, maladministration or discrimination might have occurred in relation to your centre assessment grade(s), it will carry out an investigation at the school to gather evidence so it can decide whether or not malpractice or maladministration actually happened.

The exam board is likely to review your academic record, and any other specific evidence you provide, and also to talk to your Headteacher and to the teacher you say is responsible for the malpractice, maladministration or discrimination. They may also choose to look at any other relevant data, which may include historical data.

When an exam board decides that there has been malpractice or maladministration, for example, because discriminatory views influenced a centre assessment grade, this can have serious consequences for any teacher involved, so the exam board will allow the teacher(s) an opportunity to explain when they do not agree with the allegation.

If the exam board thinks there has been malpractice or maladministration, the exam board will then consider whether the results it issued to you which took that information into account were wrong and, if so, whether it should change those results.

Please be aware that receiving a grade lower than you hoped for or expected is **not itself an indication of bias or discrimination**. Telling an exam board that your centre assessment grade was lower than you think you deserved will not be enough to make the exam board suspect malpractice that maladministration took place. For your case to be considered, you will need to show something specific or something surprising, which calls for an explanation that your school or college has been unable to give. Please follow this link to look at some examples that have been written to help students, schools and their families during this process.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/909525/Information_for_students_about_malpractice_20200814_1218_-_access.pdf