



CENTRE APPEALS POLICY FOR THE POST-RESULTS SERVICE

August 2021

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Responsible: Mr Patrick McEvoy

This Policy will be reviewed and updated annually or as new DE Circulars become available that necessitate a Policy update.



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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, *CCEA Post-Results Service, Process for Heads of Centre – Summer 2021 and similar guidance for other awarding bodies*;
- 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 De La Salle College to understand and implement this policy. The Centre Post-Results Service Policy is in line with *CCEA Post-Results Service, Process for Heads of Centre – Summer 2021*, and any further guidance provided by CCEA and other awarding bodies 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 De La Salle College and may then progress to Stage 2. The two stages are:

- **Stage 1** - A Centre Review, completed by De La Salle College
- **Stage 2** – An Appeal to CCEA or another Awarding Organisation, submitted by De La Salle College on behalf of a student and completed by CCEA or another Awarding Organisation.

Stage 1 – Centre (School) Review conducted by De La Salle College

For full details refer to CCEA Post-Results Service, Process for Heads of Centre – Summer 2021 or other similar documentation relevant to another awarding organisation.

Any student, including private candidates, who was awarded a Centre Determined Grade by De La Salle College in summer 2021 is permitted to submit a request for a Centre Review.

De La Salle College will complete a Centre Review for any student who makes a request. To help students decide whether to request a Centre Review, De La Salle College will provide students, voluntarily or on request, with access to:

- the centre's CDG policy;
- the sources of evidence for the student used to determine the CDG, including any marks and/or grades;
- details of any variations in evidence used for the student; and
- details of any special circumstances that were considered in determining their grade.

All requests for a Centre Review must be made directly to De La Salle College using the template/form appropriate to the relevant awarding body. A student may request a Centre Review if they consider:

- 1) De La Salle College made an administrative error in relation to their grade; and/or
- 2) De La Salle 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 an awarding organisation such as CCEA at Stage 2. To enable a

student to move to this stage, a Centre Review must first be completed by De La Salle 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 by **16 August 2021**, if they have a place at a Higher Education Institution on hold.

Determining the Outcome of a Centre (School) Review

Refer to CCEA Post-Results Service, Process for Heads of Centre – Summer 2021 for full details or other similar documentation relevant to another awarding organisation.

All Centre Reviews will be completed using the template/form provided by CCEA or another awarding body and will be retained by De La Salle College electronically to be submitted should a student decide to request a Stage 2 Appeal to CCEA or another Awarding Organisation.

In order to determine the outcome of a Centre Review, the Examinations Officer conducting the review, in liaison with the Head of Centre/Principal 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 De La Salle College may be that the grade goes up, goes down or stays the same.**

Reporting the Outcome of a Centre (School) Review

If a grade change is considered to be required, De La Salle College will submit an error correction request to CCEA or another awarding organisation as soon as possible.

De La Salle College will provide the student with an outcome letter using the template provided by CCEA or another 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 CCEA or another awarding organisation should a student decide to request a Stage 2 Appeal to CCEA or another Awarding Organisation.

Stage 2 – Appeal to CCEA or another Awarding Organisation

For full details refer to CCEA Post-Results Service, Process for Heads of Centre – Summer 2021 or other similar documentation relevant to another 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 CCEA or another Awarding Organisation as the next stage in the process. Where requested by the student, De La Salle College will submit such appeals on the student's behalf and include the following as required:

- CCEA (or another awarding organisation's) submission form/template completed by the student;
- Evidence used to determine the Centre Determined Grade; and
- Completed Candidate Assessment Record, or similar, for the student.

De La Salle College will submit any request for an Appeal to CCEA or another Awarding Organisation from a student upon the conclusion of a Centre Review. De La Salle College will have a process in place to communicate the outcome of the Appeal to CCEA or another Awarding Organisation to the student upon completion.

3. Roles and Responsibilities

This section includes information on everyone within the centre who has a role in the Post-Results Services process.

De La Salle College will:

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

De La Salle 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 Principal has overall responsibility for ensuring that roles and responsibilities of all staff involved are clearly defined and also approve formal communications about Stage 1 and 2 review outcomes.

The Head of Centre will facilitate 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 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 work with the Head of Centre to complete Stage 1 Centre Reviews and will submit any Stage 2 Appeal to CCEA Awarding Organisation through the CCEA app. The Examinations Officer will submit any error correction requests to CCEA, should it be considered that a grade change is required.

Following approval from the Principal, the Examinations Officer should communicate the outcome of any Stage 1 Centre Review or Stage 2 Appeals to CCEA Awarding Organisation to students.

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

This section includes internal deadlines set to ensure all requests can be processed. The key dates issued by CCEA are included below to guide these decisions.

The deadline for submission of priority (A2) Stage 2 Appeals to CCEA or another Awarding Organisation, where a place at a higher education Institution is on hold, is **23 August 2021**.

In order for De La Salle College to meet the above deadline for submission, any requests for a priority Centre Review, where a place at a higher education Institution is on hold, must be submitted to the school no later than **16 August 2021**.

The deadline for submission of all other Stage 2 Appeals to CCEA or another Awarding Organisation is **17 September 2021**.

In order for De La Salle College to meet the above deadline for submission, all other requests for a Centre Review must be submitted to the school no later than **3 September 2021**.

5. Conflicts of Interest

This section includes the requirement to declare and record potential conflicts of interest of any person involved in the Centre Review process or Appeal to CCEA Awarding Organisation.

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