

Examinations 2020 – Privacy Notice

Calculated Grades

You will be aware that the GCSE, AS and A level examinations for 2020 have been cancelled and that the school is required to provide 'calculated grades' to the relevant exam boards. (Similarly, vocational courses have had a combination of teacher assessment, external tests and calculated grades).

It must be noted that the process and the procedure has not been develop by the school and we will follow the procedure as directed by the DfE and the Office of Qualifications and Examinations Regulation (Ofqual).

The Department for Education has produced a guide explaining what actions schools will take in producing a calculated grade and it can be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-cancellation-of-gcses-as-and-a-levels-in-2020/coronavirus-covid-19-cancellation-of-gcses-as-and-a-levels-in-2020>

How will the school calculate grades, is there any automated profiling?

No, grades are not calculated using any form of automated process. The school will consider a range of things such as classwork and homework, results in assignments and any mock exams, any non-exam assessment or coursework undertaken, and general progress during the course.

We will send the exam boards two pieces of information for each of subject, based on what we know about a student's work and achievements:

- the grade we believe a student was most likely to get if teaching, learning and exams had happened as planned
- within each subject, the order of students at the school, by performance, for each grade.

This information will allow exam boards, to standardise grades across schools and colleges, to make sure that, as far as possible, results are fair and that students are not advantaged or disadvantaged because their schools or colleges are more generous or harsh than others when making those judgements.

That means the final grade a pupil gets get could be different from the one the school sends to the exam board.

Can pupil or parent see the grades the school submits?

No, it is important schools do not share provisional grades, nor rank orders, with students or parents and carers. This is to protect the integrity of the process and any inappropriate disclosure of assessment grades or rank order information will be considered malpractice by the exam boards, so staff have been reminded not to respond to any requests for such information.

It is important you don't ask teachers, or anyone else at the school, to tell you the grades they will be sending to the exam boards or where they have placed a pupil in the order of students; they will not be allowed to share this with you.

Can I still submit a Subject Access Request for my personal data?

Yes, but there are some conditions. While a request can be made for personal data – and this may include the work the staff member has based their grade on, including homework assignments, assessments, mock exams or other records – and while we normally have 30 days to respond to a Subject Access Request - the Information Commissioner's Office has confirmed that the 'exam scripts exemption' applies in relation to personal data relating to calculated grades.

This allows for longer response times for requests for access to pupil assessment information if they are received **before** the official results are announced. The timeframe for responding to these requests will be either:

- within five months of receiving the request; or
- within 40 days of announcing the exam results, whichever date is earliest.

Requests made after the results are announced will be dealt with as a normal subject access request.

It also has to be remembered that pupils taking exams will be considered over the age of competence in terms of data protection and so while they can submit a Subject Access Request for information the school holds on them, we can only accept requests from parents of those pupils with the express consent of the individual pupil. If the parent is making the request on behalf of a pupil it **MUST** include a signature of the pupil to give permission as the pupil is the data subject under GDPR.

All requests about exams should be put in writing and dropped off at reception marked Exam Request 2020 with the student's name and year clearly marked on the envelope.

What if I want to appeal against the grade submitted by the school?

Ofqual have decided that

- Students will not be able to appeal their centre assessment grade or rank order, nor will they be able to appeal against the process used by a centre.
- A student will be able to raise a complaint to their centre or exam board if they have evidence of bias or discrimination.
- Centres will be able to appeal to an exam board on the grounds that the wrong data was used to calculate a grade, or the grade was incorrectly communicated.

OfQual believe that it would not be in the interests of all students, or the fairness of the arrangements overall, to allow individual appeals.

- Firstly, the appeal would have to be undertaken by someone better placed than the student's teachers to judge the grade they would likely have received if the exams had taken place – in the unique circumstances of this summer and they do not believe there is any such person.
- An appeal would also require students to have access to the information their school or college put forward before being submitted to exam boards. This may compromise the reliability of this year's approach.
- Furthermore, if one student successfully appealed against their position in the rank order, it would have negative implications for other students who would, in turn, need to be given an opportunity to appeal.

Ofqual currently intend that students who feel that their grades from the summer do not reflect their ability will have the opportunity to take their exams in the autumn series or in summer 2021. If they choose to do this, students will be able to use the higher of the two grades for future progression