

**POLICY: EXAMINATION INTERNAL APPEALS POLICY**

**PERSON RESPONSIBLE: Assistant Headteacher**    **MONITORING: Headteacher**

**DATE: December 2017**                      **REVIEW DATE: December 2018**

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**RATIONALE**

The code of practice requires centres offering examinations to:

- Have in place procedures for access to scripts.
- Ensure that internal candidates are made aware that all post-results service requests must be made through the centre.
- Ensure that candidates have provided their confirmed written consent for remarking and access to scripts services offered by the awarding bodies.
- Have in place an internal appeals procedure made widely available and accessible to all candidates.

**Internally assessed work**

Paget High School is committed to ensuring that whenever its staff assess students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned; along with the GCSE, GCE, VCE, GNVQ and AEA Joint Council Code of Practice.

Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. This procedure will be posted on the Academy website.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (eg the last GCSE written paper in the June GCSE exam series).
2. Students who wish to appeal against the procedures used to arrive at internally assessed modules, should initially raise any concerns with their subject teacher. If there is no resolution then the matter should be passed to the Head of Faculty. Where this does not satisfactorily address the concern, the matter should be drawn to the attention of the Examinations Officer who will consult with the Headteacher. If the concern is still not resolved to the satisfaction of the candidate then a request should be made in writing for the matter to move to a formal appeal. The application should be on the correct form available from the Examinations Officer which should state the reason for the appeal.
3. Paget High School will allow sufficient time for the review to be carried out to make any necessary changes to marks and to inform the candidate of the outcome before the awarding body's deadline.

4. Paget High School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and no personal interest in the review.
5. Paget High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
6. The candidate will be informed in writing of the outcome of the review of the centre's marking.
7. The outcome of the review centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After the candidate's work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is out of the control of Paget High School and is not covered by this procedure.

### **Policy on EaRs (Enquiries about Results)**

Any student who wants to query a mark/grade awarded by an awarding body upon issue of results should follow the following procedure:

- a. Contact the Examinations Officer as soon as possible (but at least 5 working days before the published deadline for EaRs) in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved in this process.
- b. Students should be aware that EaRs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EaR. Consent forms will be issued by the Examinations Officer.
- c. The subject teacher will review the student's marks/grades and discuss with the Head of Department, where relevant, on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

### **If the Department agrees to support the EaR:**

- a. The request, together with the student's consent form, should be made to the Examinations Officer before the published deadline for EaRs. Responsibility for the Cost of the enquiry will be agreed in advance.

### **If the School does not agree to support the EaR:**

- b. A student may appeal against the decision not to support an EaR. Appeals should be made in writing to the Examinations Officer, at least 5 working days before the published deadline for EaRs. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Leadership

Team; the outcome of the appeal will be communicated by telephone/email/1st class letter post within 24 hours of receipt. This decision is final.

- c. If the centre does not support the EaR the student may still proceed with the EaR but all costs involved will be paid by the student at the time the EaR is made. No EaRs will be made until fees are paid. Requests must be made in person to the Examinations Officer before the published deadline for EaRs. If the enquiry is successful the fee will be refunded to the student.
- d. Outcomes following EaRs will be forwarded by the Examinations Officer to the student as soon as possible after they have been received from the Awarding Bodies.



**PAGET HIGH SCHOOL**

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**Internal appeals form- Paget High School**

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal relating to an externally marked examination

<b>Name of appellant</b>		<b>Candidate name</b> if different to appellant	
<b>Awarding body</b>		<b>Exam paper code</b>	

