



APPEALS POLICY FOR EXTERNAL EXAMS

The School's Appeals Policy is designed to reflect best practice, statutes and statutory guidance to assist the achievement of the aims, ethos and values of the school.

Member of Staff Responsible: Headteacher

Principles

Appeals will be dealt with in an equitable and prompt manner

Aims

To ensure that staff, students and parents are aware of the procedures for making an appeal concerning an examination / assessment result and to ensure that the procedure is carried out according to the Examination Board Code of Conduct.

Practice

There are three types of appeal (services) as listed by the Joint Council for Qualifications (JCQ)

Service 1 (Clerical re-check)

This involves checking that all parts of the script have been marked, totalling the marks and checking the grade thresholds.

Service 2 (Re-mark)

This involves a complete remark of all the externally assessed components, as well as a clerical check.

Service 3 (Re-moderation of coursework)

The original sample of coursework is re-moderated by a senior moderator.

School instigated use of the services

The school will normally ask for a remark in the following circumstances:

The mark and grade attained by the student are considerably below that predicted by the teacher and there are no known circumstances to account for this.

Parents must give their written consent for any enquiry, as the outcome could result in a lower mark and grade instead of an increase.

Student and/or carer(s) instigated enquiry about external marking

If a student/carers(s) considers an external examination result to be incorrect, in the first instance the Head teacher should be contacted who can confirm details of marks, grade



boundaries, teacher predicted grades and explain the appeals process. If the student/carer(s) wish to make an appeal, they should make a request, in writing to school. A remark will be conducted if it is considered that there is a reasonable possibility of a favourable outcome. The student and/or carer(s) will be informed of the school's decision in writing. If still dissatisfied, the Headteacher should be contacted. A remark may still be authorised providing the student/carer pays for the service.

The enquiry process must be started within two weeks of the publication of results. It should be noted that all enquiries have to be made through the school. Examination Boards will not accept enquiries about examination results from students or carers.

Appeals about Internal assessment.

All accreditation work is internally assessed. Students, parents/ carers will be told the results of these assessments at the students Year 11 annual review. The normal procedure is for teachers to mark students' work, carry out an internal moderation process and then send a sample to the Examination Board for external moderation. Depending on the outcome of the moderation marks for the whole cohort – not just the moderated sample can be increased, decreased or left the same. In most cases marks are left the same or if they are adjusted, it is by a small amount. If there is a significant downgrading and the class teacher / Head of Dept finds this unacceptable, a re-moderation will be requested by the school.

If a student and/ or carer(s) are dissatisfied with an internally assessed coursework mark, it is strongly suggested that in the first instance, the parent / carer discusses the matter with their teacher. The teacher will check for any mistakes in the assessment and endeavour to explain how the mark was attained. All Examination Boards provide detailed assessment criteria for coursework and students are made aware of these when doing coursework.

If the student and/or carer(s) wish to formally appeal against a teacher assessment, they should do so, in writing, to the Head teacher outlining the reasons for the appeal. The appeal will be considered by the Head of the appropriate department, the teacher who made the assessment and the Head teacher. A written response will be sent to the student and/or carer(s).

If the outcome is considered unsatisfactory an appeals panel will be set up. The panel will consist of a member of the school Senior Leadership Team and a School Governor, neither of whom will have previously dealt with the case.

The student must be accompanied by a carer. The teacher who assessed the work will also be present.

All parties will have sight of the relevant documentation before the hearing. This will include any correspondence, copies of the coursework, marks awarded, and the relevant Examination Board assessment scheme.

At the hearing the student/ carer and the teacher who made the assessment will present their cases, and each should have the opportunity to hear the other person's case.

A member of the administration staff will be present to record the appeal.



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A written copy of the outcome of the appeal will be given to the student and the teacher involved. Copies will also be given to the relevant Head of Department and the Head Teacher.

If the outcome involves a change in mark, this will be forwarded to the Examination board. Should this occur after the publication of results, the Examination Board will moderate the re-assessed coursework. The appeals process has no jurisdiction over the Examination Board, which may or may not accept the revised mark.

In order to meet the Examination Boards' deadline, a formal request for an appeal must be received at the school within 2 weeks of the student's annual review.

Roles and Responsibilities.

These are described within the procedures.

Dissemination

This policy is shared with staff and governors through The Shrubberies School shared drive and policy folder. It is shared with all stakeholders on the school website.

Last reviewed: Oct 2020

Date of next Review: November 2022