

# King Charles I School

## Examinations Internal Appeals Procedures

*The governing body adopted these procedures on Wednesday 3<sup>rd</sup> May 2017*

### **Appeals against internally assessed marks (GCSE controlled assessment, GCE coursework and GCSE/GCE non-examination assessments)**

King Charles I 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 subject concerned. Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency will be ensured by internal moderation and standardisation.

1. King Charles I School will ensure that students are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. King Charles I School will inform students that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. King Charles I School will, having received a request for copies of materials, promptly make them available to the candidate.
4. King Charles I School will provide students with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing. King Charles I 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, all before the awarding body's deadline.
7. King Charles I 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 has no personal interest in the review.
8. King Charles I School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the 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 students' 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 outside the control of King Charles I School and is not covered by this procedure.

If a student feels this may not have happened they may make use of this appeals procedure. Appeals can only be made against the process that led to the assessment not against the mark or grade.

Students under the age of 18 should be supported in the presentation of their case for appeal by a parent/carer.

1. Appeals must be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examination series. So the appeal must be made before the 11<sup>th</sup> June 2018.
2. The appeal should be made in writing to the examinations officer stating the details of the complaint and the reasons for the appeal.

3. The headteacher will nominate a senior member of staff to manage appeals. This person will disseminate information to all students and their parents/carers about the appeals procedures and will inform the headteacher about the existence and outcome of all such appeals.
4. There will be an opportunity for the teacher(s) concerned in making any assessment, which is the subject of the appeal, to see a copy of the appeal and to respond to this in writing, with a copy sent to the candidate.
5. The nominated senior member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the JCQ.
6. The appeals procedure allows the candidate bringing the appeal to have a personal hearing if they are not happy with the written response they have received. A candidate will be given one week's notice of the hearing date; they will have sight of all relevant documents (e.g. the marks given, the assessments made etc) in advance of the hearing. Where a candidate is presenting their own case they will be allowed to be accompanied by a (single) carer/friend. The teacher(s) and candidate will have the opportunity to hear each other's submission to the panel at the hearing.
7. The panel hearing an appeal will comprise of at least two individuals who had not previously dealt with the particular case. One of the individuals will be a senior member of staff and the second another independent person, either another member of staff, or, a governor.
8. The school will maintain a written record of all appeals. This record will include the outcome of an appeal and reasons for that outcome. The school will send a copy to the candidate and, where appropriate, to their parents/carers by the 6<sup>th</sup> July 2018.
9. The school will inform the awarding body if there is any change to an internally assessed mark as a result of an appeal.

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

### **Appeals procedure against the school's decision not to support an enquiry about results**

Following the release of examination results, a candidate has the right to apply to the awarding body, through the school, for a review of their results if they consider the grade to be too low. This can take the form of a clerical check or a full re-mark of an examination paper or papers. This review is termed an Enquiry About Results (EAR) and is applied for by the school on behalf of the candidate. Full details of these services are available on the school's website. The review may be requested by the school or students and their parents/carers).

If the school raises a query about a particular examination result, the examinations officer and teaching staff will investigate the feasibility of requesting an enquiry at the school's expense.

If a student raises a query about an examination result, then the examinations officer and teaching staff will investigate the feasibility of requesting an enquiry at the school's expense. However, when the school does not uphold a request from a candidate, students may pay the appropriate fee and a request will be made to the awarding body on their behalf. If the student (or their parent/carer) believes there are grounds to appeal against the school's decision not to financially support an enquiry, an appeal can be submitted to the school using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

Please note: New regulations from Ofqual have been put in place whereby marks can only be changed if there is a clear marking error rather than a difference of interpretation. This has led to substantially fewer successful challenges. New guidelines also state that a full refund to the enquiry is offered only if the appeal results in a change in grade, no refund is offered for a change in mark.

### **Appeals procedure following the outcome of an enquiry about results**

Where the headteacher remains dissatisfied after receiving the outcome of an EARs, an appeal will be made to the awarding body, following the guidance in the JCQ publications Post-results services (<http://www.jcq.org.uk/exams-office/post-results-services>) and the guide to the awarding bodies' appeals processes (<http://www.jcq.org.uk/exams-office/appeals>).

Where the headteacher is satisfied after receiving the outcome of an EAR, but the internal students and/or their parents/carers are not satisfied, they may make a further representation to the headteacher. Following this, the headteacher's decision as to whether to proceed with an appeal will be based upon the school's internal appeals arrangements. Students and their parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the school within 10 calendar days of the notification of the outcome of the enquiry. Subject to the headteacher's decision, this will allow the school to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission on the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the school.

# Internal appeals form

*This form should be completed in all cases to lodge an appeal.*

*Please tick to indicate what the appeal is against*

- an internal assessment decision  
 the school's decision not to support an enquiry about results  
 the outcome of an enquiry about results

Name of appellant		Candidate name <i>if different to appellant</i>	
Awarding body		Unit/module/exam paper code	
Subject		Unit/module/exam paper title	

Please state the grounds for your appeal below

*Continue overleaf if necessary*

## **Appeal against an internal assessment decision**

### **Appellant declaration**

*By signing here I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.*

**Signature:**

**Date of signature:**

## **Appeal against the school's decision not to support an enquiry about results**

### **Appellant declaration**

*By signing here I am confirming I feel there are grounds to appeal against the school's decision*

**Signature:**

**Date of signature:**

## **Appeal against an outcome following an enquiry about results**

### **Appellant declaration**

*By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking students' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.*

**Signature:**

**Date of signature:**

***The appellant declaration against the relevant appeal must be signed, dated and returned to the examinations officer to the timescale indicated in the internal appeals procedure.***