



EXAMINATION APPEALS PROCEDURES POLICY

APPEALS AGAINST INTERNALLY ASSESSED MARKS

Gordano 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. Assessments should 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 the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

The existence of this procedure is published on Firefly and the Gordano website.

1. Appeals should 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 examinations series.
2. Appeals should be made in writing to the examinations officer, who will investigate the appeal. If the examinations officer was directly involved in the assessment in question the headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
3. The examination officer or other member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series.
4. You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work, and any changes made to improve matters in future.
5. The outcome of the appeal will be made known to the headteacher, and will be logged as a complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body (examination board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Gordano School and is not covered by this procedure. An appeal against a moderation decision cannot be made on behalf of an individual candidate. If you have concerns about it, please ask the examinations officer for a copy of the appeals procedure of the relevant examinations board.

APPEALS AGAINST CENTRE DECISIONS NOT TO SUPPORT ENQUIRY ABOUT RESULTS (EAR)

Following the issue of results awarding bodies make post-results services available.

Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

If the student believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least two weeks prior to the internal deadline for submitting an EAR.

The grounds for appeal must relate to the:

Awarding body's procedures or the application of the post-results service procedures; It is not a re-marking of the candidate's script.

Where the head of centre is satisfied after receiving the outcome of an enquiry about results but the internal candidates is not satisfied the following procedure should be followed:

Either the Head of Centre or a member of the Senior Leadership Team, who has no involvement in the assessment process for that subject, will conduct an investigation into the procedures involved;

The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the exam board. Internal candidates/or their parents/carers are not permitted to make direct representations to an awarding body. Awarding bodies can only enter into discussions over appeals with the school.

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 centre.

APPEALS AGAINST THE OUTCOME OF AN ENQUIRY ABOUT RESULTS

Where the head of centre is satisfied after receiving the outcome of an EAR, but the candidate is not satisfied, a further representation to the head of centre can be made. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon Gordano School's internal appeals arrangements. Candidates, parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the Exams Office within 5 calendar days of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow sufficient time to process the appeal and submit to the awarding body by the required date.

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.
