



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

Name of Policy	Examinations Internal Appeals Procedure Policy	
Lead	Mrs W Kelly, Examinations Officer	
Governor Committee	Chair of Governors	
Policy Status	Originally Drafted	April 2015
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Procedure For Appeals Against Internally Assessed Marks

GCSE Controlled Assessments

Henley-in-Arden School is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Henley-in-Arden School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).
2. Appeals **must** be made in writing by the candidate's parent/carer to the examinations officer.
3. The head of centre will appoint a senior member of staff, i.e. an Assistant Headteacher or a Deputy Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' 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 Henley-in-Arden School and is not covered by this procedure.

Procedure For Appeals Against Externally Awarded Marks And Grades

Enquiries About Results (EARs)

A student may query a mark/grade awarded by an Awarding Body

- S/he should contact the subject teacher as soon as possible (but at least **5 working days before the published deadline for EARs**), preferably 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.
- The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree 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** the cost of the enquiry will be met by the departmental budget. If the final grade goes up as a consequence of the EAR, the fee will be refunded to the Department.
 - **If the Department does not support the EAR** the student may still proceed with the EAR but all costs involved must be paid by the student before the EAR is made. If the final grade goes up as a consequence of the EAR, the fee will be refunded to the student.

In either case

- the student should be aware that EARs can result in marks/grades being raised, confirmed or lowered
- the student must sign a consent form to confirm that they understand the consequence of an EAR
- the student's consent form should be returned to the Examinations Officer **before the published deadline for EARs**.

The centre may feel that a mark/grade awarded by an Awarding Body should be queried

- The centre will contact the student's parent/guardian. The situation will be explained and a contribution towards the cost may be requested. If the final grade goes up as a consequence of the EAR any contribution will be refunded.
 - the student should be aware that EARs can result in marks/grades being raised, confirmed or lowered
 - the student must sign a consent form to confirm that they understand the consequence of an EAR
 - the student's consent form should be returned to the Examinations Officer **before the published deadline for EARs**.

Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as practicable after they have been received from the Awarding Bodies.

Responsibilities

Head of Centre: Mr Steven Jefferies

Exams Officer: Mrs L Darby

Assistant Headteacher responsible for exams: Mrs A Nash

Date: March 2016