

EXAMINATIONS APPEALS POLICY

Member of Staff Responsible	Deputy Principal
Board of Directors' Committee Responsible	Teaching and Learning
Related policies	Assessment, Recording and Reporting Policy Examinations Policy JCQ Procedure for Dealing with Malpractice
Implementation date	31 October 2018
Review date	30 October 2019

Part 1 - This policy details the procedure regarding appeals by students relating to internal assessment decisions conducted by this Centre and submitted to Awarding Bodies to contribute to GCSE, Advanced GCE and BTEC awards.

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and by this process in the awarding of grades and marks.

Silverstone UTC is committed to ensuring that where staff assess students' work for external qualification, this is done consistently and in accordance with the specification for a particular subject.

Assessments should be conducted by staff who have the relevant knowledge and understanding and who have been trained in this process.

Student's work should be produced and authenticated according to the requirements of the Examination Boards. It is essential that where a set of work is divided for marking between the staff of a department, consistency is assured by internal moderation and standardisation. It is the responsibility of Heads of Department to ensure this happens and is recorded.

If a student believes that this may not have happened in relation to their work, the student may make use of this appeal procedure, by collecting the Internal Assessment Appeal Process form from the Deputy Principal.

Procedure

- This policy is available to students, parents and staff on the website.
- The policy will be regularly reviewed by the Governors.
- The Deputy Principal who will keep records of all appeals and the subsequent decision, will manage internal appeals.
- Appeals will be considered by a minimum of three people, at least one of whom was not involved in the internal assessment decision.
- The candidate making the appeal should be supported in the presentation of their case by a parent/guardian/friend.

- Candidates will be given access to the marks awarded to them for internal assessment and comments recorded by the school relating to their internally assessed work.
- Candidates must be aware that marks submitted to the board for moderation are unconfirmed and may be changed without notice.
- The written record will state the outcome of the appeal and include clear reasons for the result of the appeal. A copy will be sent to the candidate within five working days.

Part 2 - This policy details the procedure regarding appeals by students relating to external marking by Awarding Bodies for GCSE, Cambridge National, Advanced GCE and BTEC awards.

POLICY ON ENQUIRIES ABOUT RESULTS (EAR) DECISIONS MADE BY THE CENTRE

After the publication of results the following services are offered by the awarding bodies and can only be applied for through the centre.

- Service 1 (Clerical re-check).
- Service 2 (Post-results review of marking).
- Priority Service 2 (Post-results review of marking).

Staff at Silverstone UTC may decide that they think one of these services is appropriate for a candidate. In this case the UTC will pay for the enquiry. However the Examinations Officer MUST obtain the written consent of the candidate on the appropriate form before proceeding.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate EAR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate believes there are grounds to appeal against the centres decision not to support an enquiry, an internal appeal can be submitted to the centre by completing the internal appeals at least 14 calendar days prior to the internal deadline for submitting an EAR.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting an EAR.

Candidates must understand that in requesting a 'Post-results review of marking' through the external examination board, their marks can go down as well as up. The remarked paper then forms part of the final grade. Therefore the Examinations Officer MUST obtain the written consent of the candidate on the appropriate form before proceeding. If the candidate is insistent that one of the services should be asked for and is unwilling to pay the required fee, he/she can adopt the EAR Appeals Procedure.

This process, outlined on the next page, will normally only be required when all other mechanisms within the UTC have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

Enquiries about Results (EAR) - Appeals Procedure

This will be followed where a student or parent disagrees with an UTC decision not to support an Enquiry about Results.

Each Awarding Body publishes its arrangements for appeals against its decisions. In addition an appeal can be made to the UTC concerning the decision not to request an enquiry about results.

- The parent, guardian or student (appellant) must make the appeal in writing to the Principal. Appeals should normally be made by 1st September for examinations in the summer series.

This deadline may be extended in exceptional circumstances but candidates should be aware that the awarding bodies have their own deadlines for the receipt of requests.

- The enquiry will normally be led by the Principal, supported by teachers of the student.
- The enquiry will consider whether the request for the school to pay for a service is justified.

The candidate's estimated grades, performance in school exams and subsequent results will be taken into consideration.

- The appellant will be informed of the outcome of the appeal, in writing.



Internal Assessment Appeal Process
APPEAL REQUEST NOTIFICATION FORM

Student Name: **Tutor Group:**

Appeal Details
Subject and Course:
Assessment information (please include the module/unit title and the assessment title, teacher's name who taught and marked the assessment):
Reason for appeal (please give brief notes regarding your reason for appeal):

Signed (student): **Date:**

Signed (Parent if student under 18):

Signed **Date:**

Please ensure this is sent to the Deputy Principal.