

GREAT OAKS SMALL SCHOOL

SAFEGUARDING COMMUNITIES EMBRACING DIFFERENCE UNLOCKING POTENTIAL

(EXAMINATIONS)

INTERNAL APPEALS POLICY & PROCEDURE FOR EXTERNAL QUALIFICATIONS 1.0

2018

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CHAIR OF TRUSTEES: PENNY JACKSON

Date Agreed: MAY 2018

Date of Next Review: OCTOBER 2018

Great Oaks Small School Policy on Appeals is in two parts:

1. Policy on Internal Assessments for External Qualifications

2. Policy on External Assessments for External Qualifications (Enquiries about Results)

1. Policy on Internal Assessments for External Qualifications

Great Oaks Small School is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.
- All candidates are made aware of their right to appeal and copies of this policy are available for students to read on request.
- Students who submit work to be internally assessed will be informed by their teachers of their right to challenge the marks given. A form to do this will be available from the Exams Office. This applies to ALL qualifications unless stated otherwise by the Awarding Body.

Note to students

If a student has any concerns about the procedures used in assessing their internally assessed work for public examinations, s/he should discuss the matter with a member of the Senior Leadership Team immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

Written Appeals Procedure

The student, parent or guardian of a student wishing to appeal against the procedures used in internal assessment should complete the appropriate form and return it to the Examinations Officer (Mr Paul Peters) as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is five days prior to the awarding body non-examination assessment submission deadline. Internal appeals will be considered and resolved by the date of the awarding body non-examination assessment submission deadline. Students will be given notice of marks awarded two weeks prior to the submission of the work.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and two members of the Senior Leadership Team not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body.

The outcome of the appeal will be reported in writing to the student, parent or guardian (including relevant correspondence with the Awarding Body) before the awarding body non-examination assessment submission deadline.

A written record of the appeal and the outcome will be kept on file at the centre.

2. Policy on External Assessments for External Qualifications

Appeals to External Assessments for External Qualifications

Senior members of centre staff must be accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of enquiries. Candidates must be informed of the periods during which centre staff will be available so that they may plan accordingly.

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- A candidate who wishes to query their external examination results will be fully supported by the school in a making an Enquiry about Results

(EAR) application if the candidate's mark is within 1% of the level required to be awarded a higher grade.

- If any results are reported missing or incomplete by an awarding body then Great Oaks Small School will send the appropriate documentation to them along with supporting evidence so that any error can be rectified.
- If there is cause for concern regarding external non-examination assessment moderation by an awarding body, the exams officer will can only appeal for a re-moderation by the awarding body on the entire cohort. This only applies if the external moderation mark and the internal moderation mark are different.

Enquiries About Results (EAR)

For enquiries, examining bodies provide two options:-

- a) A Clerical re-check (Service 1)
- b) A re-mark (Service 2)
 - Where a candidate's mark is within 1% of the level required to be awarded a higher grade, a remark will be requested by the school if requested in writing by the candidate and the cost of which will be borne by the school. If it is more than 1% then the cost will be borne by the candidate.
 - Enquiries may be submitted by either the Head of Centre or the Exams Officer. Parents, carers or students cannot make enquiries directly to the examinations board. The fees charged by the awarding bodies for these services will be communicated prior to the enquiry being made (in the event that the charge is being borne by the candidate). A photocopy of the paper can be requested and a report will be sent to us after the re-check or re-mark has taken place.
 - For such an enquiry candidates must provide their informed consent on the form supplied for the purpose.
 - Only one request for re-mark is allowed for any one component.
 - If the enquiry is not acknowledged by the awarding body within seven working days, the school will contact them immediately.

EAR Procedure

- I. Contact the Examinations Officer as soon as possible (but at least 5 working days before the published deadline for EARs) to discuss the

- mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. Students must be informed in writing that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
 - III. The subject teacher will review the student's marks/grades and discuss with the Head of Centre and/or Examinations Officer to agree the appropriate action, taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the School agrees to support the EAR:

The request, together with the students consent form, should be made to the Examinations Officer before the published deadline for EARs. If the EAR is successful, the fee will be refunded by the Awarding Body

If the School does not agree to support the EAR:

- a. A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least 3 working days before the published deadline for EARs. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1st class letter post within 24 hours of receipt. This decision is final.
- b. If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer before the published deadline for EARs. If the enquiry is successful the fee will be refunded by the Awarding Body to the student.

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

Appeal of EAR decision

The appeals process is available to centres who remain dissatisfied after receiving the outcome of an enquiry about results (EAR).

Appeals can only be submitted after the outcome of an enquiry about results has been reported to the centre.

An appeal against a moderation decision cannot be made on behalf of an individual candidate.

Only the head of centre can submit an appeal to the relevant awarding body using the JCQ Application for an Appeal form.

Appeals must be made in writing and clearly state the grounds for appeal.

Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld.

The school can appeal externally to an independent exam appeal board if the outcome is still dissatisfactory.

See – ***JCQ A guide to the awarding bodies' appeals processes Effective from 17 August 2017***

INTERNAL APPEALS POLICY & PROCEDURE FOR EXTERNAL QUALIFICATIONS

Other Related Policies	Date	Supporting Documents	Date
	17 Aug 2017	INTERNAL ASSESSMENT MARKING FORM	MAY 2018
		CENTRE INTERNAL APPEALS FORM	
		CENTRE EAR CONSENT FORM	
		JCQ A guide to the awarding bodies' appeals processes	

Version Number	Purpose/Change	Author	Date Changed	Review Date
1.0	Final version – approved by SLT	Paul Peters	21/05/2018	Oct 2018