

Academy Procedure for appealing elements of External Examinations which are Internally Assessed

Purpose

If a student does not agree with the coursework marks awarded by a teacher, it is hoped that the disagreement cannot be resolved by a discussion between the teacher and the student concerned

If the matter cannot be resolved then the student may appeal to the exams officer, who will put into action the agreed appeals process. It is expected that this procedure will only be used in exceptional circumstances

Procedure:

If a student wishes to appeal about his/her internal assessment marks then the following procedures should be followed:

Stage 1

1. The appeal should be made in writing to the Exams Officer stating the details of the complaint and the reasons for the appeal.
2. The appeal **must be submitted before the end of the first week in May** of the year in which the written examinations are taken.
3. The Exams Officer will send a copy of the appeal to the teacher concerned. The teacher will respond to the appeal in writing to the Exams Officer within 5 days of receiving the appeal.
4. Upon receipt of the teacher's response, the Exams Officer will forward it to the student.
5. If the student and/or parents are not happy with the written response, they can request a personal hearing. The student will need to request **this within 5 days of receiving a copy of the teacher's response**.
6. Upon receipt of the request for a personal hearing, the Exams Officer will convene the panel which will consist of Steve Church, Assistant Principle. The Exams Officer will attend the meeting in a non-decision making capacity to take the minutes.
7. The student will be given 10 working days notice of the hearing date. They can be supported in the presentation of their case by one parent/carer/friend.
8. Prior to the hearing, the student should be able to gain access to:
 - The marks awarded to them by the centre for the internal assessment
 - All comments recorded by the centre relating to their internally assessed work
 - Any correspondence between the centre and the Awarding Body relating to their internally assessed work

- Information, if available at the time of the appeal, as to whether their work was sampled by the Awarding Body
- The moderated mark given to the work by the Awarding Body, if known
- Relevant Awarding Body procedures for the conduct of internal assessments

This information will be requested from the teacher by the Exams Officer upon receipt of the student's request for a personal hearing. A copy will be provided to the panel members

9. The decision reached by the panel and the reasons for the decision will be conveyed to the student by the Exams Officer in writing
10. The Exams Officer will inform the Awarding Body of the outcome of the appeal if there has been a change to an internally assessed mark
11. The Exams Officer will maintain a written record of all appeals
12. All internal appeals should have been considered and resolved by the date of the last externally assessed paper of the series. Any difficulties in meeting this deadline should be raised with the Awarding Body

School Procedure for appealing elements of External Examinations which are Externally Assessed

Student Applications for Post Results

If a student does not agree with the marks awarded by the Awarding Body, then they can apply for a Post Results Enquiry about Results. Students are required to pay the fee charged by the awarding body for this enquiry. If their result changes as a result of the enquiry, then the school will refund the fees

Applications must be received by the deadline and have signature to confirm candidate consent

Department Applications for Post Results

If the Head of Department does not agree with the marks awarded by the Awarding Body, then they can apply for a Post Results Enquiry about Results. The fees will transferred from the departmental budget to the exams budget at the time of request, if their results change as a result of the enquiry, then the fees will be transferred from the exams budget to the departmental budget.

Applications must be received by the deadline and have signature to confirm candidate consent