



APPEALS PROCEDURE EXTERNAL EXAMINATIONS/INTERNAL ASSESSMENTS AND CONTROLLED ASSESSMENTS

INTERNAL ASSESSMENT/CONTROLLED ASSESSMENT MARKS

Often a candidate does not agree with the coursework marks awarded by a teacher. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the Head of Centre, who will then inform the Exams Officers to put into action the agreed appeals process. This 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.

1. The exams officer is in overall charge of managing appeals relating to internal and external assessments.
2. If a student wishes to appeal about his/her assessment marks then the following procedures should be followed:
 - The appeal should be made in writing to the exams officer stating the details of the complaint and the reasons for the appeal
 - 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 teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the exams officer; a copy will be given to the candidate.
4. If the candidate is not happy with the written response they have received then they can request a personal hearing with the Head of Centre.
 - The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal
 - The candidate will be given at least two days notice of the hearing date
 - A breakdown of the marks awarded will be given to the candidate in advance of the appeal by the teacher
 - The candidate may bring a parent/guardian to the hearing
 - The teacher(s) involved will be present at the hearing
 - The exams officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate
 - The school will maintain a written record of all appeals
 - The school will inform the awarding bodies (examining boards) of any change to an internally/externally assessed marks as a result of an appeal

EXAMINATION MARKS

1. Raise the issue with your subject teacher or the head of the relevant department as soon as possible. They will check your marks and how they compare with your Mock Examination results and predicted grade, and also how close you came to the grade boundaries (experience has shown that very few re-marks raise the total by more than 1 or 2 marks).
2. If your teacher feels that there are grounds for an 'appeal' the Examinations Officer will arrange this. Teachers may also suggest "appeals" for some candidates.
Written permission from you and acknowledgement of the risks by your parent/guardian will be required for any re-mark as the score (and therefore grade) can go down as well as up.
3. If the school does not feel that it can support an 'appeal' you can still have the work re-marked by the examination board but you will have to pay for this in advance. The fee is refunded if the appeal is successful. ***Written permission from you and acknowledgement of the risks by your parent/guardian will be required for any re-mark as the score (and therefore grade) can go down as well as up.***
4. All 'appeals' must be sent within 3 weeks of the results being issued. It may take a further 6 weeks for the result of the appeal to be known and in the interim period the original result will stand. The new result replaces the original one, regardless of the outcome, and no further appeal is permitted under the regulations.

Date	November 2016
Principal	Mr R Spendlow
Exam Officer	Mrs S Dickson

AQA	City & Guilds	CCEA	Edexcel	OCR	SQA	WJEC
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ENQUIRIES ABOUT RESULTS AND APPEALS

Candidate consent form

Information for candidates

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If your school or college makes an enquiry about a result and a subsequent appeal of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the head of your centre that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)

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I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Signed: Date:



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Head of Centre Principal	Mr R Spendlow	
Exams Officer	Mrs S Dickson	
Governor	Mrs C Dixon	
Governor	Mr K Vincent	

Date	November 3 rd 2016
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Policy to be reviewed November 2017