



## **ASSESSMENT APPEALS POLICY**

### **APPEALS FOR EXTERNAL ASSESSMENT DECISIONS (EXAMINATIONS)**

Occasionally, a candidate does not agree with the examination marks awarded by the examination board. In the first instance, this should be raised with the Examinations Officer who will speak to the relevant subject teacher(s), so that they can compare actual performance with their expectations/predictions. It is expected that this will only occur in exceptional circumstances.

Please note the following:-

1. The Examinations Officer is in overall charge of managing appeals relating to external assessments. All appeals must be sent from the school. The examination boards will not accept requests from parents or students.
2. If a teacher feels that there are grounds for requesting a review of marking, the Examinations Officer will arrange this. Written permission from the candidate will be required for any review of marking and we will require the candidate's acknowledgement that they understand that the score (and therefore grade) can go down as well as up. The school would not suggest a review of marking, unless a student was very close to the boundary of the higher grade. The school will provide a JCQ Candidate Consent form for the candidate to sign and will not submit a request until this form is returned to the Examinations Officer, signed. The candidate will be eligible for any fees incurred.
3. If the school does not feel that it can support a request for a review of marking, the candidate can still have the work reviewed by the examination board. In this instance, the school will ask for payment in advance and will not make the request without payment, along with a completed JCQ Candidate Consent form.
4. All requests for reviews of marking 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 review is permitted under the regulations.
5. The Examinations Officer will convey the outcome of an appeal in writing to the candidate. The school will maintain a written record of all appeals.
6. If there is a change of grade, a new Statement of Results and, where necessary, a new Certificate will be issued.
7. The Examinations Officer is unable to offer advice as to the suitability of a marking review.

## **APPEALS FOR INTERNAL ASSESSMENT DECISIONS (NON-EXAMINED ASSESSMENT)**

Brine Leas School is committed to ensuring that internal assessments are marked and administered fairly, consistently and in accordance with the awarding body specification and subject-specific associated documents.

This is ensured by:

- Subject staff having the necessary and appropriate knowledge, understanding, skills and training in this activity.
- Subject staff authenticating candidates' work according to the requirements of the relevant awarding body.
- A process of internal moderation and standardisation led by the Head of Department.

Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation attend training sessions given by the Awarding Bodies.

After work has been assessed internally, it is moderated by the Awarding Body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally-assessed work. This is outside the control of Brine Leas School and is not covered by this procedure.

The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgment themselves.

Appeals should be made, in writing, to the Examinations Officer. The candidate can be supported in the presentation of their case by a parent/carer/friend. Appeals must state the details of the complaint and the reasons for the appeal. A copy of the appeal will be given to the teacher(s) concerned in making the assessment, which is the subject of the appeal. The teacher(s) will respond to the appeal in writing and a copy will be sent to the candidate.

If the candidate is not happy with the written response, then they may request a personal hearing. The candidate will be given reasonable notice of the hearing date and will be sent copies of relevant documents to the case (e.g. the marks given, the assessments made) in advance of the hearing. If a candidate is presenting their own case, they will be allowed to be accompanied by a parent/guardian or friend. The teacher(s) and candidate will have the opportunity to hear each other's submission to the panel at the hearing.

The Headteacher will nominate a member of staff, normally the Examinations Officer (EO), an experienced teacher and/or a member of the Senior Leadership Team to act as an independent member to form the panel.

All appeals will include a review of the procedure used at the school to award marks for internal assessments, to ensure that this complies with the requirements of the Awarding Body and the published Code of Practice.

The school will maintain a written record of all appeals, which will include the outcome of an appeal and the reasons for that outcome. A copy will be sent to the candidate and, where appropriate, to their parent/guardian/carer within seven working days of the appeal hearing.

The school will inform the Awarding Body if there is a change to an internally assessed mark as a result of an appeal. Any internal dispute or appeal against an internal assessment decision will be resolved speedily, as Awarding Bodies cannot change the dates on which certificates are printed and issued.

Students and parents/guardians/carers will be informed in advance of the deadlines for appeals. These are also available from the Examinations Officer.

Deadlines change on a yearly basis in-line with the deadlines set by each exam board.

### **BTEC APPEALS**

For details on BTEC appeals, see Vocational Policy.

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