

Brine Leas School

An Academy

EXTERNAL APPEALS POLICY (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 your subject teacher, so that they can compare your 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 school. The examination boards will not accept requests from parents or students.*
2. If your teacher feels that there are grounds for requesting a remark, the Examinations Officer will arrange this. In such cases the School will pay the necessary fee. Written permission from you will be required for any remark and we will require your acknowledgement that you understand that the score (and therefore grade) can go down as well as up. *We would, however, not suggest a re-mark, unless a student was very close to the boundary of the higher grade.* We will provide a form for you to sign and we will not submit a request until this form is returned to us, signed.
3. If the school does not feel that it can support a request for a remark, you can still have the work remarked by the examination board, but you will have to pay for this. We will ask for payment in advance and will not make the request without payment. The fee is refunded if the appeal is successful. We will still ask you to complete a form.
4. All requests for remarks 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 remark 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.

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