



THE CRYPT

SCHOOL

EXAMINATION APPEALS

POLICY

PART A – Coursework & Controlled Assessment

PART B – Examination Results

Examinations Officer: Mrs C.S.J. Evans

PART A

COURSEWORK/CONTROLLED ASSESSMENT INTERNAL APPEALS PROCEDURE

The Code of Practice is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. The Awarding Bodies have agreed to implement the Code of Practice in full.

The code places a responsibility upon the Awarding Bodies to require centres offering their examinations to commit themselves to ensuring that they “have in place an internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are made widely available and accessible to all candidates” (Code of Practice April 2007, Section 2 2.4 ix). This is the procedure which is to be followed should there be an appeal lodged by a candidate concerning marks awarded for coursework or controlled assessment produced by that candidate for an examination course being taught at The Crypt School.

1. A copy of this Internal Appeals Procedure is made available to all students being taught at The Crypt School.
2. The Performance Line Manager or a senior member of staff nominated by the Head of the Centre will manage internal appeals. The Examinations Officer will be responsible for the dissemination of information about the procedures. The Head of the Centre will be made aware of the existence and the outcome of all internal appeals.
3. The manager of the internal appeals procedure will nominate three people to consider the appeal, at least one of whom has not been involved in the internal assessment decision.
4. The centre will allow the candidate to be supported in the presentation of their case by a parent/guardian/friend.
5. A written record of all appeals shall be maintained by the centre, the manner of the recording being decided upon by the manager of the appeals procedure.
6. The written record will include the outcome of an appeal and the reasons for the decision. A copy will be sent to the candidate.

7. All candidates will be able to gain access to:
 - * The marks awarded to them by the centre for an internal assessment
 - * All comments recorded by the centre relating to their internally assessed work
 - * Any correspondence between the centre and the Awarding Body
 - * 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.
8. Appeals will include a review of the procedures used by the centre to award marks for internal assessments and will consider whether those procedures were in conformity with the published requirements of the Awarding Body and the Code of Practice.
9. All internal appeals should have been considered and resolved by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series). Any difficulty in meeting this deadline should be raised with the Awarding Body.
10. The centre must inform the Awarding Body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the centre.
11. Full details of any appeal must be made available to the Awarding Body on request.
12. The centre's internal appeal decision is final.

PART B

EXAMINATION RESULTS APPEALS PROCEDURE

Enquiry about Results and Appeals Procedures are set out in Section Two of the JCQ booklet Post-Results Service which is issued to take into account examinations taken in May/June.

The following are the services offered by Awarding Bodies.

1. Service 1 - Clerical (re-check)

This is a re-check of all clerical procedures leading to the issue of a result which includes:

- That all parts of the script have been marked
- The totalling of marks
- The recording of marks
- The application of any adjustments
- The application of grade thresholds
- The application of any special consideration, where applicable

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

2. Service 2 - Review of Marking

This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of a modular, unitised or linear specification which includes:

- The clerical re-checks detailed in 1 above
- A review of marking as described above

3. Priority Service – 2 – Review of marking

This is as Service 2 above, but is only available if the following criteria are met:

- The enquiry is about an examination for a Level 3 qualification;
- A candidate's place in higher education is dependent upon the outcome.

4. Service 3 - Review of moderation

This is a process in which the original moderation is reviewed to ensure that the required assessment criteria have been fairly, reliably and consistently applied.

- This is only available where the awarding body has changed coursework marks.
- Review of moderation will not be undertaken on the work of an individual candidate nor on the work of a candidate whose work was not in the original sample.

A. Heads of Department

If a Head of Department (HOD) wishes to appeal against results they should follow the procedures that they have been given in the yearly memo to HODs 'System for External Examinations' and they should be aware that costs incurred will be set against their budget.

HODs are made aware of the procedures to be followed in the case of an appeal against results in the document 'System for External Examinations' which is issued in memo format at the beginning of each academic year. (See shaded excerpt below)

'RE-MARKS

Re-marking of external examinations is extremely expensive so the Head of Department should feel absolutely sure that a mistake in the marking has occurred for a re-mark to be requested. Evidence for this should be based on the marks made available to the Centre by the awarding bodies on results days. Where the alleged assessment error may affect the student's next step in their career/education, an immediate request for a photocopy of the student's exam papers can be made to check for accuracy by the marker. When the evidence has been received and examined, the decision to ask for a re-mark will be more certain. An urgent decision is obviously required. If a re-mark is successful and the grade increases, no charge is made by the Awarding Body. However, unless there is an increase in overall grade, charges will be made by the Awarding Body which will need to be paid for. If parents agree to pay for the re-mark then a cheque for the amount should be given in at the time of the request. If successful, the cheque can then be returned to the parent. If a HOD requests a re-mark, or a number of re-marks, then discussions with Headteacher/Deputy Headteacher must take place first and if the re-mark is unsuccessful the Department will be charged the fees incurred. However, HODs must remember that before any request for a re-mark is made consent in writing is required from all students, and that they must be made aware that the marks can go down as well as stay the same or go up. In recent times parents have taken an interest in this issue so HODs are advised to discuss the situation with them prior to taking action, as well as discussing with other members of staff. Please note that in the case of a request for re-moderation of coursework **ALL** students must sign a consent form.'

B. Parents and Students

All students sitting external examinations are made aware that they may appeal against a grade awarded in the 'Notes for Examination Candidates' given to them with other documents from Awarding Bodies before the start of the examination season (see shaded excerpt below).

'Results

There will be staff in school to help with any queries you may have about your results. If you are intending going to higher education and there is a problem about either the results or qualification for your chosen institution, it is imperative that you consult the Head of Department and/or a senior member of staff on results day.'

Parents/Students who wish to appeal against a result and have talked to the HOD or a senior member of staff should contact the Examinations Office so that the appeal/enquiry can be set in motion.

Before any appeal/enquiry is submitted students must fill in the 'Crypt School Post Results Consent Form' and lodge a cheque for the correct amount with the Examinations Officer. The Examinations Officer will hold the cheque securely until the result of the appeal/enquiry has been made. If the fee is payable the Examinations Officer will pass the cheque to the Finance Office for banking.

'THE CRYPT SCHOOL POST RESULTS CONSENT FORM

Information for Candidates

The following information explains what may happen following an appeal or enquiry about the result of an examination.

There are four possible outcomes of an enquiry about a result of one or more of your examinations after the provisional subject grade has been issued.

1. Your original mark may be confirmed as correct, and there will be no change to your grade.
Fee payable
2. Your original mark may be raised so that your final grade may be higher than the original grade you received.
No fee due
3. Your original mark may be raised but not by enough to change the original grade you received.
Fee payable
4. Your original mark may be lowered so that your final grade may be lower than the original grade you received.
Fee payable

In order to proceed with the Enquiry or Appeal, you must sign the form below. This tells the Centre that you have understood what the outcome might be, and that you give your consent to the Enquiry or Appeal being made and that if you have requested the Enquiry or Appeal you will pay the appropriate fee as set out in the Post-Results Fees for Examinations booklet.

CANDIDATE CONSENT FORM Centre Name: The Crypt School Centre Number: 57117

Candidate Name: Candidate Number:

Awarding Body: Paper/Unit number:

Specification:

Details of Enquiry (clerical check/review of marking etc.):
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I give my consent for the Headteacher/Examinations Officer of The Crypt School 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 may be lower than, higher than or the same as the grade which was originally awarded for this subject. I agree that if I have asked for this enquiry that I will pay the appropriate costs as set out in the Post-results Fees for Examinations booklet and have given the Examinations Officer a cheque for the correct amount which will be paid in by The Crypt School should my Appeal or Enquiry fail to raise the grade of my examination.

Signed: Date:

When the result of the appeal/enquiry is received by the Examinations Office, the Examinations Officer will notify the parents and student in writing of the outcome and enclose a copy of the Awarding Body's letter. The Examinations Officer will also give a copy of the letter to the HOD concerned.

If the outcome of the Enquiry is still not satisfactory the Head of Centre can Appeal to the Awarding Body (Stage 1).

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Head of centre

Mr N.C. Dyer

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Exams officer

Mrs C.S.J. Evans

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Date April 2016

The policy is next due for review in April 2017