



## **Internal appeals procedures 2016-7**

|                                  |                            |
|----------------------------------|----------------------------|
| <b>Lead Person:</b>              | <b>Director of Studies</b> |
| <b>Governing Body Committee:</b> | <b>Admissions</b>          |
| <b>Required by:</b>              | <b>JCQ</b>                 |
| <b>Review:</b>                   | <b>November 2017</b>       |

**LINKS:** This policy does not exist in isolation and staff should follow the policy in conjunction with

- Exams Policy 2016-17
- Controlled Assessment Policy 2016-17
- Non Examination Assessment Policy 2016-17

### **1. Appeals procedure against internally assessed marks**

1.1 Crypt School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents

1.2 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Crypt school is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1.3 If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

1.4 An appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body

1.5 Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body

1.6 In the first instance the student should raise any concerns about their assessment decision with the subject teacher. If the student remains concerned having spoken to their teacher they should submit an appeal to the Exams Office in writing using the internal appeals form

1.7 The head of centre will appoint a senior member of staff, e.g. an Assistant Headteacher or a Deputy Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.

1.8 The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.

1.9 The outcome of the appeal will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

1.10 After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of Crypt School and is not covered by this procedure.

## **2. Appeals procedure against centre decisions not to support an enquiry about results (EAR)**

2.1 Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

2.2 Crypt School will support enquiries about results provided the candidate has given written consent, this can be electronic and the candidate incurs all costs associated with the enquiry.

2.3 EAR service 3 is not available to individual candidates. This is because it involves all candidates. If a request is made for a service 3 enquiry the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre's expense.

2.4 If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry about results service 3, an appeal can be submitted to the centre using the **internal appeals form** at least **one week prior** to the internal deadline for submitting an EAR.

## **3. Appeals procedure following the outcome of an enquiry about results**

3.1 Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* and *A guide to the awarding bodies' appeals processes*.

3.2 Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further

representation to the head of centre. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

3.3 The **internal appeals form** should be completed and submitted to the centre within **9 calendar days** of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days.

3.4 Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

## Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- internally assessed marks
- the centre decision not to support an enquiry about results
- the outcome of an enquiry about results



|                   |  |  |  |
|-------------------|--|--|--|
| Name of appellant |  | Candidate name<br><i>if different to appellant</i> |  |
| Awarding body     |  | Exam paper code                                    |  |
| Subject           |  | Exam paper title                                   |  |

Please state the grounds for your appeal below:

*Continue overleaf if necessary*

**Appeal against the centre decision not to support an enquiry about results service 3**

**Appellant declaration**

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

**Signature:**

**Date of signature:**

**Appeal against internally assessed marks**

**Appellant declaration**

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.

**Signature:**

**Date of signature:**

**Appeal against the outcome of an enquiry about results**

**Appellant declaration**

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

**Signature:**

**Date of signature:**

**The appellant declaration against the relevant appeal must be signed, dated and returned to the Exams Officer to the timescale indicated in the internal appeals procedure.**