

Whitecross Hereford: High School & Specialist Sports College

Policy: Internal Appeals and Enquiries about Results (Ref: TLCA/008)

Reviewed by: Teaching, Learning, Curriculum and Assessment Committee

Reviewed on: 1 September 2015

Approved by Full Board: 1 September 2015

Arrangements for internal appeals about internal assessment decisions and enquiries about results

Rationale

Whitecross Hereford, High School & Specialist Sports College will, in line with the GCSE, GCSE in Vocational Subjects, GCE, VCE and GNVQ Code of Practice produced by the Joint Council for General Qualifications and agreed by the Awarding bodies, produce and follow an internal appeals procedure for internally assessed marks.

Purpose

The school is committed to ensuring that:

- a. internal assessments are conducted by staff who have the necessary expertise;
- b. assessment evidence is produced according to the requirements of the awarding bodies;
- c. internal assessment evidence is consistent and standardised where necessary;
- d. staff responsible for internal standardisation attend appropriate training;
- e. students are aware of the internal appeals procedure.

Guidelines

- a. Students should raise any concerns about their internally assessed marks with the subject teacher or Subject Leader in the first instance.
- b. The Head of Centre has appointed the Examinations Officer to manage appeals. If the concern is not resolved to the satisfaction of the candidate, the matter should be referred to the Examinations Officer who will consult with the Deputy Headteacher.
- c. If the concern is still not resolved, a request can be made in writing to the Examinations Officer for a formal appeal.

- d. The Examinations Officer will manage the formal appeal which will take the form of a personal hearing. The candidate will be given reasonable notice of the hearing date and will have access to copies of the relevant documentation. The candidate will be allowed to present their case accompanied by a parent/guardian. The teacher/s and candidate will have the opportunity to hear each other's submission to the hearing panel.
- e. The appeal panel will take the form of a governor and member of the leadership group.
- f. The centre will maintain a record of appeals which will include the outcome of an appeal and reasons for that outcome. A copy will be sent to the candidate within seven days of the hearing.
- g. The centre will inform the Awarding Body if there is a change to the internally assessed mark as a result of an appeal.
- h. Any internal dispute or appeal against an internal assessment decision must be resolved speedily, since Awarding Bodies cannot change the dates on which certificates are printed and issued. Therefore, any written request for an appeal must be received by 9 September 2016.
- i. If a student is unhappy with his/her final results there are procedures in place to have their examination papers re-marked or re-checked. The school will often support or initiate such enquiries. The candidate's parent/guardian can also request that individual examination papers are re-marked or re-checked. If this request is not supported by the school the parent/guardian will be responsible for the cost of this service according to the charges applied by the relevant examination board.