



**THE NOTTINGHAM
EMMANUEL SCHOOL**
A Church of England Academy

POLICY:

Internal Appeals Procedure

DATE APPROVED:

SEPTEMBER 2017

DATE OF REVIEW:

SEPTEMBER 2018

COMMITTEE RESPONSIBLE:

SENIOR LEADERSHIP TEAM

Together to learn, to grow, to serve

7.3c Internal Appeals Procedure

Appeals against internal assessment decisions

(centre assessed marks - GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

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

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Nottingham Emmanuel 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) The Nottingham Emmanuel School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- 2) The Nottingham Emmanuel School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- 3) The Nottingham Emmanuel School will, having received a request for copies of materials, promptly make them available to the candidate.
- 4) The Nottingham Emmanuel School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- 5) Requests for reviews of marking **must** be made in writing.
- 6) The Nottingham Emmanuel School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- 7) The Nottingham Emmanuel School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- 8) The Nottingham Emmanuel School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 9) The candidate will be informed in writing of the outcome of the review of the centre's marking.
- 10) The outcome of the review of the centre's marking 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 review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

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

Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

This outlines The Nottingham Emmanuel Schools procedure to manage disputes when a candidate disagrees with a Centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal.

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 to all candidates by the examinations officer.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

Enquiries about results (EARs) offers three services.

- ▶ Service 1 – clerical re-check
- ▶ Service 2 – review of marking
- ▶ Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for an EAR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected **after** the publication of results.

If a concern is raised about a particular examination result the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry supported by the centre.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate EAR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an internal appeal can be submitted to the centre in writing within 14 days of the publication of results and prior to the deadline for submitting an EAR. The appellant will be informed of the outcome of his/her appeal before the deadline for submitting an EAR.

Following the EAR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Results Services* and *JCQ Appeals Booklet* will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the EAR outcome, but the candidate (or his/her parent/carer) remain unsatisfied and believe there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre in writing. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the *JCQ Appeals Booklet*. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The internal appeal should be submitted to the centre in writing within 5 school days of the notification of the outcome of the EAR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the enquiry about results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). 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