



THE ARCHBISHOP'S SCHOOL

Appeals and Internal Appeals Policy

For Examinations Controlled Assessments and Non Examination Assessments

Appeals

Where a candidate wishes to appeal about an examination result they should in the first instance discuss this with the relevant Head of Department who will determine whether or not to support an application. As a centre, we would lodge an appeal if we thought that there had been a "gross miscarriage of justice" i.e. that the candidate's mark was radically different from that estimated/expected. We might request a clerical recheck if marks are extremely close to borderlines and if the candidate had been expected to do better. Any application must be made via the HoD through the Examinations Secretary/Examinations Manager by the published deadline dates. The Examinations Manager will lodge the relevant appeal with the Awarding Body and report back to the candidate and carer(s) as soon as appropriate.

Internal Appeals

The following procedure is to be adopted when all other mechanisms in the centre (for example, discussion between candidates/carer(s) and subject staff and the Examinations Secretary) have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will only be used in exceptional circumstances. The procedure is based on guidance issued by the JCQ (Joint Council for Qualifications) – January 2006.

In the event of an appeal against a decision made by a member of staff with respect to internal assessment marks, a decision by the centre not to support an enquiry about a result etc. then the following procedure will apply:

- An application must be made in writing to the headmaster who will ask a senior member of staff to investigate. The senior member of staff may be the Examinations Secretary if they have not already been involved in the decision. The senior member of staff will be responsible for disseminating information to all the candidates and their carer(s) about the appeal procedure and for informing the Headmaster about the existence and outcome of all such appeals.
- The applications should make clear the details of the complaint and the reasons for the appeal. The appeal must be lodged not more than a week



after all other avenues described in the opening paragraph have been exhausted and preferably before the marks are submitted to the board.

- The teacher(s) concerned in making the assessment which is the subject of the appeal should be given an opportunity to see a copy of the appeal and to respond to it in writing with a copy sent to the candidate. After due consideration the senior member of staff will then write to the candidate, with a copy to the teacher(s) concerned in making the assessment, giving their decision.
- If the candidate is not happy with the written response that they have received they may request a personal hearing. This should be chaired by another senior member of staff and one other independent person, appointed by the Headmaster. Both of these people should not have previously dealt with the matter. A hearing should be set at a reasonable date for all parties. The candidate should have sight of all relevant documents including the mark given and the assessment made in advance of the meeting. When a candidate is preparing their own case they may be allowed to be accompanied by a single carer/friend. The teacher(s) and the candidate should be present and have the opportunity to hear each other's submission to the panel.
- The centre will maintain a written record of each appeal. A copy of this record, the outcome of the appeal and the reasons for the outcome will be sent to the candidate and, where appropriate, their carer within one week of the hearing.
- The centre will inform the Awarding Body if there is any change to an internally assessed mark as a result of any appeal.



THE ARCHBISHOP'S SCHOOL

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

The Archbishop's 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 Archbishop's 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 Archbishop's 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 Archbishop's 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 Archbishop's School will, having received a request for copies of materials, promptly make them available to the candidate.
4. The Archbishop's 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 and submitted to Mr Davies.
6. The Archbishop's 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 Archbishop's 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 Archbishop's 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 Archbishop's School and is not covered by this procedure.