



Procedure for appeals against: Internal Assessment, Post Result Services, decisions related to Access Arrangements and Special Consideration

Rationale

The appeals procedure is open to any student who feels that the moderation and standardisation of their work has fallen short of the quality demanded by the Examination Boards, or who wishes to appeal against a decision regarding Post Result Services, Access Arrangements or Special Consideration

Internal Assessment

An appeal cannot be made on the grounds of lost work as it is the responsibility of the student to keep a copy of any work required for assessment.

The Procedure

- 1) A form, available from the Data & Examinations office, should be completed and returned as soon as possible (and at least two weeks before the awarding bodies deadline for submission of marks), stating the details of the complaint and the reasons for the appeal.
- 2) The Subject Lead, in consultation with the appropriate curriculum area, will investigate the appeal to decide whether the process used for the internal assessment conformed to the requirements of the awarding body and JCQ's regulations of examination practice. The investigation will be completed within one week.
- 3) The appellant will be informed in writing of the outcome of the appeal.
- 4) If the appellant is dissatisfied with the outcome of the appeal, they may request a personal hearing. The hearing will take place no later than two weeks after the request has been made and a written record will be kept of the hearing and its outcome and any changes made to the assessed work will be communicated to the relevant exam board.

After work has been assessed by the school it is moderated by the exam board to ensure consistency between centres. Such moderation may change marks awarded. The school has no control over this part of the process and it is not covered by this procedure.

Post Result Services

An Access to Scripts request or a Review of Result such as a request for a Clerical re-check, Review of Marking, Review of moderation or an Appeal to the awarding body may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold a candidate's request for a Post Result Service, the candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, the awarding body charges will be payable by the candidate.

When a Post Result Service outcome is received from the awarding body this will be sent to the candidate and Subject Lead within one working day for due consideration.

Should either candidate or Subject Lead wish to appeal against the outcome the Exams Office must be informed in writing within one further working day.

Any charges relating to an appeal will be payable by the candidate unless the school supports the appeal.

Access Arrangements and Special Consideration

Access arrangements and requests for special consideration are identified and actioned in accordance with JCQ regulations, 'Access Arrangements and Reasonable Adjustments' and 'A guide to the special consideration process'. Should a candidate wish to appeal a decision made, the Exams Office must be informed in writing within one week of the decision being advised.

The appeals procedure is published on the school website and on the Data & Examinations office notice board

