



Exam Appeals Procedure

Responsibility:	G.Alvarado
Version Date:	March 2019
Review Date:	March 2020

Appeals against internal assessment of work for external qualifications

Lister Community School is committed to ensuring that when staff assess students' work for external qualifications; this is done fairly, consistently and in accordance with the awarding body specification and subject specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have attended training. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency.

If the candidate does not agree with the mark given, they should

- (i) ask your teacher to explain why the mark was given;
- (ii) if he/she is not satisfied with the explanation then he/she should see the Head of the Department;
- (iii) If you are still not satisfied you can go to an Appeals Panel.

This document sets out the procedures for student's to request a Review of Marking for their Internally Assessed components and Enquiry about Results.

(Please note – you MUST first speak to your teacher and/or the Head of the Department before this step can be taken).

1. Lister Community 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 the marks are submitted to the awarding body.
2. Lister Community School will inform candidates that they may request copies of the materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Lister Community School will, having received a request of copies, promptly make them available to the candidate.
4. Lister Community School will provide a clear deadline for the candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing.
5. Lister Community School will allow sufficient time for the review to be carried out, to make necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
6. Lister Community School will ensure that the review of marking is carried out by an independent reviewer.

7. Lister Community School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
8. Lister Community School will confirm the candidate in writing of the outcome of the review of the centre's marking.
9. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, it could either go up or down, even after an internal review. The internal review process is in place to ensure consistency of the marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Enquiries about External Assessment Marks

Enquiries about External Assessment Marks Where a candidate is unhappy with the mark awarded for a particular exam unit e.g. written exam, a re-mark may be requested via the Exams Office.

The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered. Where the school does not support the request, the candidate will be responsible for paying the relevant fee. The decision as to whether to support an enquiry will be made by the school on the basis of several factors, including the students' expected outcome and professional judgement.