



Exams Internal Appeals Policy for External Qualifications

Document Control - Document Details	
Document Name	Oathall Community College Internal Appeals Policy for External Qualifications
Purpose of Document	
Document Version number	2
Document Owner	Laura Gyngell
Prepared by	Laura Gyngell
Document location	Shared Network Drive and Website
Date Approved	16/04/18
Approved by	Governing Body
Next scheduled review date	April 2020

Version History		
Version number	Date Approved	Change/Reasons for Change/Comments
1	17/10/16	
2	16/04/18	
3		
4		
5		
6		
7		
8		
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Distribution list
Governors
Head
Leadership Team



Exams Internal Appeals Policy for External Qualifications

Oathall Community College Policy is in two parts:

- 1. Policy on Internal Assessments for External Qualifications**
- 2. Policy on External Assessments for External Qualifications (Enquiries about results)**

POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

Oathall Community College is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skill. They will have been trained in this area.
- Assessment evidence provided by the candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Note to Students

- A. If a student has any concerns about the procedures used in assessing their internal assessed work for public exams he/she should discuss the matter with the Head of Faculty immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.
- B. The regulations for GCSE Entry level and Project Qualification Coursework Assignments and GCSE controlled Assessments state that:
 - “The work you submit for the assessment must be your own”
 - “You must not copy from someone else or allow another candidate to copy from you”
 - “If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”

Teachers have the right to reject a student’s work on the grounds of malpractice if any of the above regulations are broken.

The student or parent of a student has the right to appeal against any decisions to reject to a candidate’s internally assessed work on grounds of malpractice.



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WRITTEN APPEALS PROCEDURE

The student or parent of a student wishing to appeal against the procedure used in internal assessment should write to the Examinations Officer as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is **FOURTEEN DAYS** prior to the start of the written examination series. Internal Appeals will be considered, and resolved, by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series).

On a receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Leadership Team and Head of Faculty not involved in the internal assessment decision. This enquiry will consider whether the procedure used in the internal assessment conformed to the published requirement of the Awarding Body and the JCQ Codes of Practice.

The outcome of the appeal will be reported in writing to the student or parent (including relevant correspondence with the Awarding Body) before public exam results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

POLICY ON EXTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS (Enquiries about Results – EARs)

Any student who wants to query a mark/grade awarded by an Awarding Board upon issue of results should follow the following procedure:

1. Contact the Examinations Officer **and** the subject teacher as soon as possible (but at least **FIVE working days before the published deadline for EARs**) to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
2. Students should be aware that EARs can result in the marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
3. The subject teacher will review the student's marks/grades and discuss with the Head of Faculty to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Faculty agrees to support the EAR:

The Faculty will make a request, together with the students consent form to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the faculty budget. If the EAR is successful the fee will be refunded.



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If the Faculty does not agree to support the EAR:

A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer at least **five working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed, dated and should include the daytime contact telephone number and email address (if possible) of the student or parent. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Leadership Team. The outcome of the appeal will be communicated whether by telephone, email or 1st class letter post as appropriate within 48 hours of receipt. The decision is final.

If the Centre **does not** support the EAR the student may still proceed with the EAR but **ALL** costs involved will be paid by the student at the time the EAR is made. **NO** EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the student.

4. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Boards.