



# Whitburn Church of England Academy

## EXAMINATIONS INTERNAL APPEALS PROCEDURE including EaR (Enquiries about Results)

The Code of Practice requires Centres offering their examinations to commit themselves to ensuring that "published appeals procedures relating to internal assessment decisions are made widely available and accessible to all candidates".

A Centre should:

- have a written appeals procedure.
- inform candidates that an appeals procedure relating to internal assessment decisions exists within the Centre.
- let candidates have access to a copy of the internal appeals procedure.

### STAGE 1

If a candidate is unhappy about the mark awarded for internal assessment, having compared their work against published exam board descriptors, they should proceed as follows:-

1. They should ask the subject teacher to explain why the mark was given/withheld.
2. Teacher should share the marking protocol with the pupil and document/record this meeting. Teacher must inform HoS of any such meetings.

### STAGE 2

If the candidate still does not understand, or does not accept, the mark which has been awarded they can go to an appeals panel. The candidate must request this procedure in writing and must include the detail of their concern. This request should be given to the Principal Data Manager.

- the panel is to consist of 2 people, 1 from each of the following categories:-
- independent panel – Principal Data Manager, Senior Data and Exams Officer or Governor.
- SMT member – Head of Centre or designated member of SMT.
- the candidate can be supported in the presentation of their case by a (single) carer/friend.
- the teacher concerned will see a copy of the appeal and be able to respond to this in writing. A copy of this will be sent to the candidate.
- a written record will be kept of the proceedings and will include the outcome of the appeal and the reasons for that outcome.
- a copy of the records will be sent to the candidate.

- appeals will include a review of the procedures used by the Centre to award marks for internal assessment and will consider whether those procedures were in conformity with the requirements of the Awarding Body and the Code of Practice.
- all appeals will be initiated as soon as possible, but no later than the second week of May and must be resolved by the date of the last externally assessed paper of the examination series.
- the centre must inform the Awarding Body of any change to an internally assessed mark as a result of an appeal.

### Enquiries and Appeals about Results

Where a candidate is very close to a grade boundary, for example within 1 or possibly 2 marks, the school will always apply for a remark with the signed permission of the relevant candidate/parent or carer.

A validation form, providing detailed information to candidates on this matter, is issued to all Year 11 pupils prior to the summer exam season commencing.

Where a candidate or their parent/carer disagrees with a decision by the centre not to support any enquiry, the matter will be referred to a member of the Senior Management Team, Head of Faculty or Head of Subject who should liaise with the candidate/carer. If, after speaking with that member of staff, all parties are in agreement not to proceed further, the case will be closed.

Alternatively, should, after consultation, the candidate/carer and centre continue to disagree, then the parent/carer will be asked to sign a declaration form agreeing to take full responsibility for the outcome of the enquiry (including the possibility of down-grading) and to pay any costs incurred which may result from an enquiry. However if the parent/carer signs such a declaration an enquiry will be made by the centre.

<b>Examinations - Internal Appeals Procedure</b>		
<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
3 <sup>rd</sup> June 2008	1.0	Approved by the Governing Body
<b>Revision Date</b>		
13 <sup>th</sup> October 2009	2.0	Informed the Governing Body that no updates were required
8 <sup>th</sup> June 2010	3.0	Approved by the Governing Body
28 <sup>th</sup> June 2011	4.0	Approved by the Governing Body