

Appeals Procedures for All External Qualifications

External Appeals – Enquiries About Results (Re-marks of Written Exams)

Where a candidate is unhappy with the grade awarded for a particular exam the candidate should submit in writing the reason why they are dissatisfied with the results awarded and why they consider an Enquiry About Results should be submitted to the Examination Board. The Head of Department will establish if the mark awarded is in line with predictions. Where appropriate the candidate should be given access to the marks awarded and any comments recorded by the person assessing the work.

The Head of Department should inform the candidate of the outcome of their investigations and liaise with a member of Senior Management handling appeals and together they will decide if an Enquiry About Results should be submitted and whether the school or candidate should pay for the service. Services available and prices are available on request.

Where the school does not uphold a request for such an enquiry the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal a similar procedure to that mentioned above for Internally Assessed work will be carried out.

If the candidate is not satisfied with the outcome they have the right to further appeal. They may request a meeting with the Head of Department, a member of the Senior Management and a Governor and may be accompanied by a parent, guardian or friend to support their appeal. The outcome of this meeting will be recorded and a copy of the report given to the candidate.

If the school agrees to an Enquiry About Results the candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered and may be responsible for paying the relevant fee at the time of the request.

Appeals against Internal Assessment of Work and Controlled Assessments

Jarrow School is committed to ensuring that whenever its staff assesses students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Controlled Assessments and Internal Assessments of work are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements and regulations of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

If at any stage during your examination course you have concerns about the assessing of your internally marked work for public examinations (eg controlled assessments, coursework/portfolio projects)

You should

STAGE 1

If you are unhappy about the mark awarded for Controlled or Internal assessment you should proceed as follows.

1. Ask the subject teacher to explain why the mark was given.
2. If not satisfied with the explanation you receive see the Head of Department concerned.

STAGE 2

If you still do not understand, or do not accept the mark which has been awarded you can go to an appeals panel.

- the panel is to consist of 3 people: the member of staff concerned, the Head of Department and a member of Senior Management unconnected with the subject concerned
- if the Head of Department is the teacher who awarded the disputed mark another member of the Department should be on the panel
- you can be supported in the presentation of your case by your parent, guardian or friend
- a written record should be kept of the proceedings and should include the outcome of the appeal and the reasons for that outcome
- a copy of the records would be sent to you

- appeals should include a review of the procedures used by the Centre to award marks for Controlled/Internal Assessments
- and should consider whether those procedures were in conformity with the requirements of the Awarding Body and the Code of Practice
- all appeals should have been resolved by the date of the last externally assessed paper of the examination series
- the centre must inform the Awarding Body of any outcome of any appeal.