



SANDWELL COMMUNITY SCHOOL

Internal Appeals Policy

Sandwell Community School is committed to ensuring that whenever their staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the regulations, the awarding body's specification and any other subject-specific associated documents for the qualification concerned.

Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body

This procedure is available from the exams officer.

1. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
2. Appeals should be made in writing by the candidate's parent/carer to the exams officer (EO),
3. The Head of Centre will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and subject specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.

6. The outcome of the appeal will be made known to the Head teacher and the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Sandwell Community School and is not covered by this procedure.

Appeals procedure against centre decisions not to support an enquiry about results (EAR)

Following the issue of examination results awarding bodies offer post results services. Full details of these services, internal deadlines for requesting a service and fees charged can be provided by the exams officer.

The service, *enquiries about results* (EARs), may be requested by centre staff or a candidate (or their parents/carers) if there are reasonable grounds for believing there has been an error in marking.

If a query is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre's expense.

When Sandwell Community School does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre in writing at least **one week prior to** the internal deadline for submitting an EAR.

Appeals procedure following the outcome of an enquiry about results

Where the head of centre remains dissatisfied after receiving the outcome of an EARs, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidates and/or their parents/carers are not satisfied, they may make a further representation to the head of centre. Following this, the

head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates, parents/carers are not permitted to make direct representations to an awarding body.

The request in writing should be completed and submitted to the centre within **7 calendar days** of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days.

Awarding body fees which may be charged for the appeal must be paid by the appellant on submission on the written request. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Ratification

Signed:..... K Morgan

Head Teacher:

Date:

Signed:..... J McBride

Chair of Governors:

Date:

Implementation: 14.02.2017 (Academic Year 2016-17)

Review Date: February 2018