

HEALING  
SCHOOL



A Science Academy

# Healing School - A Science Academy Internal Appeals Procedure 2018/19

This plan is reviewed annually to ensure compliance with current regulations

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Consultations/Training	Exams Officer/Inclusion Manager, SLT & Governors

## Appeals procedure against internally assessed marks (AQA, Pearson and OCR only)

**Healing School** is committed to ensuring that whenever teachers mark candidates' work this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. **Healing School** is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Candidates will be given their centre assessed marks for **AQA, Pearson and OCR subjects only**. On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking. *If a candidate fails to meet the internal deadline for submission of internally assessed work, we will decline his/her opportunity to request an appeal.*

1. Healing 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 marks are submitted to the exam board.
2. Candidates may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment. Requests for materials should be made in writing to the Exams Officer no later than 7 working days.
3. Healing School will, having received a request for copies of materials, make them available to the candidate within 7 working days.
4. Healing School will provide candidates with sufficient time in order to allow them to review copies of material and reach a decision.
5. Healing School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests for reviews of marking must be made in writing, within 7 working days of receiving copies of materials. All requests for review of marking should be made by completing the attached **Internal Appeals Form**. Candidates should be aware that marks may be adjusted down as well as up following a review of marking.
6. The Vice Principal, on behalf of the Head of Centre, will appoint a senior member of staff, e.g. the Head of Year, or an Assistant Principal, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
7. Healing School will allow 7 working days from receipt of the form for the review to be carried out and to inform the candidate of the outcome in writing, all before the awarding body's deadline for submission of marks.
8. The outcome of an appeal will be made known to the Head of Centre. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the exam board will be informed immediately.

*After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. Such moderation frequently changes the marks awarded for internally assessed work. This process is outside the control of Healing School and is not covered by this procedure.*

## Appeals procedure against centre decisions not to support an Enquiry About Results

Following the issue of results, awarding bodies make post-results services available. If the Head of Centre is dissatisfied with examination results and has reasons to suspect they may not be accurate, the first step is to make an enquiry about results. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Exams Officer.

Candidates will be informed of the arrangements for post-results services and of the periods during which centre staff will be available so that they may plan accordingly.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for an EAR service 1 or 2 is submitted to the awarding body, as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.

The centre may sometimes disagree with a candidate's request to submit an EAR, as candidates' marks and subject grades may be lowered as a result of an enquiry. If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an EAR, an internal appeal can be submitted to the centre using the Internal Appeals Form at least 3 days prior to the internal deadline for submitting an EAR.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting an EAR.

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## Appeals procedure following the outcome of an enquiry about results

Following the EAR outcome, an external appeals process is available if the Head of Centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Results Services* and *JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)* will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the Head of Centre is satisfied after receiving the EAR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the Head of Centre. Following this, the Head of Centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the *JCQ Appeals Booklet*. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **Internal Appeals Form** should be completed and submitted to the centre within 3 days of the notification of the outcome of the EAR. Subject to the Head of Centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 **calendar days** of receiving the outcome of the enquiry about results process. Awarding Body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the Exams Officer). 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.

## Internal Appeals Form



Please tick to indicate the nature of your appeal and complete all boxes in the form below

- Appeal against an internal assessment decision and request for a review of marking
- Appeal against the centre's decision not to support an enquiry about results
- Appeal against the centre's decision not to submit an appeal against the outcome of an enquiry about results

<b>Name of appellant</b>		<b>Candidate name</b> <i>if different to appellant</i>	
Awarding Body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

(If applicable tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking

*If necessary continue on an additional page*

**Appellant signature:**

**Date of signature:**

**This form must be signed, dated and returned to the Exams Officer on behalf of the Head of Centre to the timescale indicated in the relevant appeals procedure.**

**By submitting this form you are acknowledging your understanding that following an Enquiry About Results and/or an Appeal, your examination grades can go down.**