

Exam Appeals Policy 2018-19

The existence of this policy is made known to students and their parents/guardians via the school website. A copy is available on request from the Examinations Officer.

Background and Context

In accordance with the Code of Practice for the conduct of external qualifications produced by the JCQ, Wynstones School is committed to ensuring that:

- Non-exam assessments (NEAs) are conducted by staff who have the appropriate knowledge, understanding and skills.
- NEA evidence provided by candidates has been produced and authenticated according to the requirements of the specification.
- The consistency of the NEA is secured through internal standardisation as necessary.
- Staff responsible for internal standardisation attend any compulsory training sessions.

Each awarding body publishes its arrangements for appeals against its decisions.

1. Internal Appeals

An appeal can be made to the School concerning internal assessment:

- The appeal applies only to the procedures used in arriving at NEA marks by teachers and does not apply to the mark or grade itself.
- The parent or guardian must make the appeal in writing to the Exams Officer. **Appeals should normally be made in writing by the internal deadline date for each subject for examinations in the summer series. For summer 2019 these are as follows:**

GCSE

Music	Edexcel 1MU01	NEA performance and composition to be marked and submitted by 15 th May.	Internal deadline: 8 th May. Appeal deadline: 10 th May.
English Language	OCR J351	Recordings and marks for Speaking endorsement to be submitted by 15 th May.	Internal deadline: 8 th May. Appeal deadline: 10 th May.
Drama	AQA 8261	Devised log to be marked internally and marks and logs submitted by 7 th May.	Internal deadline for devised log: 30 th April. Appeal deadline 2 nd May
Fine Art	AQA 8202	Portfolio and Task (10 hr). Submit marks by 31 st May	Internal deadline: 24 th May. Appeal deadline 27 th May.
Graphics	AQA 8203		

A level

Fine Art	AQA 7242	Portfolio and task (15hr). Submit marks by 31 st May.	Suggested internal deadline: 24 th May. Appeal deadline 27 th May.
Graphics	AQA 7243		

English Literature	OCR H472	NEA to be marked internally and mark and work submitted by 15 th May.	Internal deadline: 8 th May. Appeal deadline: 10 th May.
Biology	OCR H420	Papers 1&2 2h 15m; Paper 3 1h 30m. Practical endorsement and allocated mark to be submitted by 15 th May.	Suggested internal deadline: 8 th May. Appeal deadline 10 th May.

- The enquiry into the internal process will normally be led by the Exams Officer, provided that they have not played any part in the original internal assessment process. If this is the case, the Head of Centre or a College member will be asked to step in.
- The teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant and their parents.
- The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The appellant will be informed in writing of the outcome of the appeal, including:

- Any relevant communications with the Awarding Body.
- Any steps taken to protect the interest of the candidates.

If the appellant is unhappy about the response in writing, s/he can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Chair of College and another member of College.

2. External Appeals

Enquiries about results (Post-Results Services)

Following the publication of results, pupils can enquire into their awarded result in any of their examinations. Full details are given to pupils and parents on or before results days.

The level of enquiry are as follows:

- Service 1 – a clerical re-check (no re-marking of papers).
- Service 2 – clerical re-check and review of marking of papers.
- Service 3 – re-moderation of coursework.

The relevant exam boards publish their own deadline dates for such requests, usually within one month of the release of results. The sooner a request is made, the sooner the result is known.

Priority Service 2

This is for A level candidates who require certain grades for entry into higher/further education. The deadline for such an enquiry is usually within **one week** from the publication of results.

If a candidate wishes to make an enquiry they should discuss their intention firstly with the teacher who taught the course, as well as their parent(s)/guardian(s).

The pupil and parent/guardian must be informed that, following the enquiry procedure,

- the grade may go up
- remain unchanged, or
- go down.

The student must sign the relevant JCQ form confirming that they understand this, prior to the enquiry being made. The parent/guardian must sign the internal form that confirms that they understand the costs of the enquiry will be added to their extras bill.

The charges for all enquiries will be paid by the parent/guardian of the pupil.

Thus before any enquiry may be requested the agreement is required of three parties: the candidate, the centre and the candidate's parent/guardian. In the case of any dispute over whether such an enquiry be made to an awarding body, a meeting will be convened between the candidate, the parent/guardian, the subject teacher and a representative of the centre (usually the chair of college). The meeting will have the purpose of agreeing whether or not the centre will go ahead with the enquiry. The exams officer may attend to record the outcome of the meeting and supply information about the process.

Following the enquiry, if the result is still not deemed to be acceptable then an appeal can be made. This must have the agreement from the Chair of College as it is the school that is making the appeal. A pupil cannot launch an appeal if the relevant teacher does not feel that this is appropriate. The charges for such an appeal will be paid by the parent/guardian of the pupil. If there is disagreement as to whether such an appeal should be made a meeting such as that described in the previous paragraph will be convened to reach a common view.

3. Online assessments

BCS Appeals

Learners may appeal direct to BCS within 20 days of their assessment.

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