



INTERNAL APPEALS POLICY AND PROCEDURES 2017-2018



EXCELLENCE

EQUITY

ENGAGEMENT

ENTERPRISE

Appeals procedure against internally assessed marks

Hollingworth Academy is committed to ensuring that whenever its staff assess candidates' work for external qualification, this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.

Assessment will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Candidates' work should be produced and authenticated according to the requirements of the examination board. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Note: Appeals may only be made against the process that led to the internal assessment and not against the mark or grade submitted to the awarding body.

1. Hollingworth Academy will ensure that candidates are informed of their centre assessed marks by a report produced by the Academy's MIS, from which they will be directed to the appeals procedure on the Academy's website. This is so they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Hollingworth Academy will also inform candidates that they 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.
3. Hollingworth Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. Hollingworth Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Hollingworth Academy 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 **must** be made in writing to the Headteacher (using the internal appeals form).
6. Hollingworth Academy will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Hollingworth Academy will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Hollingworth Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Hollingworth Academy will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional

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

Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

The service, *enquiries about results* (EARs, service 1 – clerical re-check; service 2 – review of marking; service 3 – review of moderation), may be requested by centre staff or candidates (or their parents/carers). (EAR service 3 is not available to individual candidates). If the centre raises a query about a particular examination result, the exams officer, teaching staff and Headteacher will investigate the feasibility of requesting an enquiry at the centre's expense.

Written candidate consent is required in all cases before a request for an EAR service 1 or 2 is submitted to the awarding body, since candidate's marks and subject grades may be lowered. Candidate consent can only be collected **after** the publication of results.

Where the centre does not uphold a request from a candidate, the candidate must pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf, via the exams officer.

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 using the **internal appeals form** 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 Headteacher remains dissatisfied after receiving the outcome of an EAR, 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 Headteacher is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the Headteacher. Following this, the Headteacher's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. 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 **10 calendar days** of the notification of the outcome of the enquiry. Subject to the Headteacher'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 of the internal appeals form. 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

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- internally assessed marks**
- the centre decision not to support an enquiry about results**
- the outcome of an enquiry about results**

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

Continue overleaf if necessary

Appeal against internally assessed marks

Appellant declaration

By signing here, I am confirming I understand 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's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.

Signature:

Date of signature:

Appeal against the centre decision not to support an enquiry about results

Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:

Date of signature:

Appeal against the outcome of an enquiry about results

Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

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.