



Appeals Policy for External Qualifications
(assessment, coursework and controlled assessment tasks)

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, BCS, NCFE and other awarding bodies, King Harold Academy will adhere to the procedures outlined below regarding appeals to marking of internal assessments and grades awarded for qualifications and assessments by external examining bodies.

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the Academy concerning internal assessment:

- For internal assessments, the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used.
- the candidate or their parent or guardian must make the appeal in writing to the School's Examinations Officer or the Head of Centre; appeals should normally be made by 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time. For other assessments during the academic year, the appeal should be submitted within 2 weeks after the marks are submitted to the awarding body.
- the enquiry into the internal process will normally be led by the Examinations Officer and the Deputy Head Teacher, provided that neither has played any part in the original internal assessment process;
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the student;
- 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 appeals procedure is communicated to the candidates and made public on the school website.
- The senior leadership team is available on the day results are published, to provide advice and counselling regarding the grades awarded.

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

- relevant communications with the Awarding Body;
- any steps taken to further protect the interest of the candidates.

If the student is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Head Teacher and a member of the Governing body.

Enquiries About Results (Reviews of marking in externally marked assessments and exams)

In cases where a candidate has been awarded a result below the expected grade, the Academy will decide whether to appeal the result. Candidates may request a review, but the Academy will make the decision whether or not to submit an enquiry based on the candidate's predicted grade and how close to the boundary their overall mark is. If the Academy decides that an enquiry is advisable, the candidate's permission will be sought, and the enquiry will only proceed with the candidate's written permission.

In cases of Enquiries About Results, 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 will be carried out.

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

This policy is maintained and reviewed annually by the Deputy / Assistant Head responsible for Examinations and Assessments, and the Quality Manager and Examinations Officer.

Reviewed by:

J Medforth (Assistant Head Teacher)

A Mann (Examinations Officer)

April 2019