



# Clifton High School

co-educational nursery pre-school to sixth form

<b>Policy applies from EYFS to Sixth Form</b>	<b>Public Examinations - Appeals</b>
Date policy updated	01.10.2020
Date policy to be reviewed	01.03.2021
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A shaded area denotes a regulation to which all schools must comply	

*Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.*

## Related Policies and Documents

- Public Examinations
- Main Policy
  - Contingency Plan
  - Non-Examination Assessments
  - Non-Examination Assessments, Enquiries After Results
  - Emergency Evacuation/Lockdown
  - Use of a Word Processor
  - Taking Examinations at Clifton High School

## Appeals against Internal Assessment Decisions

Clifton High School is committed to ensuring that internal assessments<sup>1</sup> are marked and administered fairly, consistently and in accordance with the awarding body specifications and subject-specific associated documents.

This is ensured by

- Subject staff having the necessary and appropriate knowledge, understanding, skills, and training in this process
- Subject staff authenticating candidates' work according to the requirements of the relevant awarding body
- A process of internal moderation and standardisation led by Heads of Department/nominated subject staff

An appeal against internal assessment decisions can be made, based on the above not being fulfilled.

- Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the summer exam series)
- Appeals should be made using the internal appeals form (attached) completed by the candidate (or parent)
- The Head of School will appoint a member of the Senior Leadership Team (SLT), who has no involvement in the assessment process for that subject to conduct the investigation
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements as detailed in the awarding body specification(s) and/or subject-specific associated documents
- On conclusion of the investigation, 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 internal assessment procedures
- The outcome of the appeal will be made known to the Head of School 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 in procedures to light, the awarding body will be informed

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of Clifton High School and is not covered by this procedure.

<sup>4</sup>Internal assessment includes non-examined assessments, coursework and portfolios of evidence

### **Appeals against Clifton High School decisions not to support an Enquiry About Results (EAR)**

Following the issue of results, the general qualification awarding bodies offer post-results services. Full details of these services, internal deadlines for requesting a service and fees charged will be provided by Examinations Support. Further information can be found in the booklet Taking Examinations At Clifton High.

The service, enquiries about results (EARs), may be requested by Clifton High School staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If a query is raised about a particular examination result, Examinations Support, teaching staff and the Head of School will investigate the feasibility of requesting an enquiry at the School's expense.

When Clifton High 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 believes there are grounds to appeal against the School's decision not to support an enquiry, an appeal can be submitted to Clifton High School using the Internal Appeals Form (Appendix 1) 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 School 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 Head of School is satisfied after receiving the outcome of an EAR, but the internal candidates and/or their parents are not satisfied, within the next fourteen days, they may make a further representation to the Head of School. Following this, the Head of School's decision as to whether to proceed with an appeal will be based upon the School's internal appeals arrangements. Candidates and parents are not permitted to make direct representations to an awarding body.

The Internal Appeals Form should be completed and submitted to Clifton High School within ten calendar days of the notification of the outcome of the enquiry. Subject to the Head of School's decision, this will allow the School to process the appeal and submit to the awarding body within the required fourteen calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission on 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 School.

## Appendix 1: Internal Appeals Form

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

Please tick to indicate what the appeal is against:

- An internal assessment decision
- The decision by Clifton High School not to support an enquiry about results
- The outcome of an enquiry about results

<b>Name of appellant</b>		<b>Candidate name if different to appellant</b>	
Awarding body		Unit/module/paper code	
Subject		Unit/module/paper title	

Please state the grounds for your appeal below:

*Continue overleaf if necessary*

### Appeal against an internal assessment decision

#### 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 marking/assessment process not against the mark 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:**

The appellant declaration against the relevant appeal must be signed, dated and returned to Examinations Support, on behalf of the Head of School, to the timescale indicated in the internal appeals procedure.

The Public Examination Appeals Policy has been produced to demonstrate compliance with the following JCQ General Regulations for approved centres <http://www.jcq.org.uk/exams-office/general-regulations>

### **Controlled Assessments, Coursework and Portfolios of Evidence**

5.8 have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are made widely available and accessible to all candidates; (A centre may place its internal appeals procedure on the school/college website or alternatively, the document may be made available to candidates upon request.)

**JCQ Post-results services** <http://www.jcq.org.uk/exams-office/post-results-services>

6.4.5 Centres must have in place a published formal appeals procedure for use in cases where centres and candidates, or their parents/carers, cannot agree as to whether an enquiry about results should be submitted. The formal appeals procedure must be made widely available. Centres must therefore draw the appeals procedure to the attention of candidates and their parents/carers. In deciding whether to support an enquiry about results, centres should take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views. Awarding bodies can only enter into discussions over enquiries about results with centres and private candidates.

**JCQ A guide to the awarding bodies' appeals processes** <http://www.jcq.org.uk/exams-office/appeals>

12. Please note that internal candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the head of centre where the candidate was entered or registered. The head of centre's decision as to whether to proceed with an appeal is subject to the centre's internal appeals arrangements.

Further information can be obtained from

<https://www.jcq.org.uk/exams-office/non-examination-assessments>

<http://www.jcq.org.uk/exams-office/coursework>

<http://ofqual.gov.uk/complaints-and-appeals/exam-results-appeals/>

<https://www.jcq.org.uk/exams-office/appeals>