



## External Examinations Appeals Policy

**Responsibility within the College:** Vice Principal

**Date:** August 2023

**Next review by:** June 2024

CONTENTS	PAGE(S)
RATIONALE	1
REVIEW OF RESULTS SERVICES	1
OUTCOME OF ENQUIRIES	2
OTHER SERVICES	2
APPEALS	2
THE APPEALS PROCESS	3
PRIVATE CANDIDATES	3
RELATED DOCUMENTS	3

## **RATIONALE**

This policy relates to review of results services and appeals for external examinations. In all cases Methodist College is committed to acting in a fair, consistent and timely manner and in accordance with any guidelines published by relevant bodies/organisations.

## **REVIEW OF RESULTS SERVICES**

Awarding Bodies will only accept applications for reviews of results from centres (the College) and not from candidates or their parents. Candidates wishing to apply for any of the services open to individuals should do so by completing the Review of Results online application form available via the QR code in the results packs and communicated via email. Candidates should refer to the grade boundaries for the subject they are considering a review in and cross-reference this with their own mark to see whether it is worthwhile applying for a review. Forms must be submitted by the deadline given. Associated fees will be sent to parents with a payment link following the submission of the Online Form. These should be paid within 5 working days. Review services will only be processed when the College has received the correct fee from parents.

**Candidates must understand that marks and subject grades may be lowered following any Review of Results.**

In completing the online form, you are giving your consent to the College to apply for such a review. The College will support such applications.

The Awarding Bodies offer the following Review of Results services for individual candidates:

### **Service 1 (Clerical re-check)**

This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

### **Service 2 (Review of marking)**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.** This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above.

### **Priority Service 2 (Review of marking)**

This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly - it will be prioritised above other reviews of marking. It is not a re-marking of the candidate's

script. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.**

**The service is available for externally assessed components of both unitised and linear GCE specifications. It is only available if a GCE A-level candidate's place in higher education is dependent on the outcome. Universities and colleges will endeavour to be flexible in keeping places open. However, they can only do so if they are informed of priority reviews of marking that may affect an offer. It is therefore vitally important that candidates inform the relevant universities and colleges as soon as a priority review of marking has been requested.**

## **OUTCOME OF ENQUIRIES**

The outcome of each enquiry will be confirmed by the respective awarding body. The awarding body will provide a reason for the decision of a review of marking. If the mark has changed the reason will either be that an administrative error has occurred or there was a marking error. A marking error would occur where an examiner has not correctly applied the mark scheme or any other relevant procedure:

- if the 'right' mark was not given in a task where there is a 'right' or 'wrong' mark;
- if there has been an unreasonable exercise of academic judgement†.

†An academic judgement is what is involved when marking and grading assessments. It is possible for different examiners reasonably to reach different judgements. Unreasonableness in academic judgement occurs where the mark given is one that no reasonable examiner could properly have awarded.

**Where there has been a reduction in marks or a downgrade, the request cannot be revoked and the original mark or grade cannot be reinstated.**

## **OTHER SERVICES**

A candidate can apply for a photocopy of their script (paper) in conjunction with a review of marks but must specifically request this. A candidate can also apply for a photocopy of their script in advance of a request for a review of marks.

## **APPEALS**

If a candidate is not satisfied with the outcome of a Review of Results, they can ask the College to submit an Appeal **within 30 days of the College receiving the outcome from the awarding body.**

**Please note that candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. The College will only submit an appeal if it genuinely believes that the awarding body has not followed due procedures. When requesting an appeal, a candidate is confirming that they understand that the outcome of any appeal may be that their final subject grade and/or mark may be lower than, higher than, or stay the same as the result which was originally awarded.**

An appeal may be submitted if the appellant considers that either:

- a) a marking† or moderation error has occurred; or
- b) the awarding body did not apply its procedures consistently, properly or fairly.

† A Marking Error is defined as the awarding of a mark which could not reasonably have been awarded given the evidence generated by the Learner following the procedures of the awarding organisation in relation to marking. An academic judgement is involved when assessing. It is possible for different examiners reasonably to reach different judgements. Unreasonableness in academic judgement occurs where the mark given is one that no reasonable examiner could properly have awarded.

## **The College's decision as to whether to proceed with an appeal is subject to the following Examinations Appeals Procedures.**

Candidates who wish the College to consider appealing the outcome of a Review of Results must consult with and get the approval of the relevant Head of Department. The Head of Department must be satisfied that they are able to indicate precisely where the Awarding Body has not followed due procedures. If the Head of Department is thus satisfied, they will ask the Vice-Principal (Curriculum) to approve the submission of an appeal by the College. If the Vice-Principal (Curriculum) is satisfied that there are sufficient grounds for appeal, then approval will be given and the College will proceed with an appeal. If the Vice Principal (Curriculum) is not satisfied that there are sufficient grounds for appeal, then the College will not proceed and that decision will be communicated to the candidate.

If the Head of Department is not satisfied that they are able to indicate precisely where the Awarding Body has not followed due procedures, then they will inform the Vice Principal of that decision who will communicate the College's decision to the candidate.

If candidates and/or their parents/ guardians wish to appeal the decision by either the Head of Department or the Vice-Principal (Curriculum) not to proceed, **they must apply in writing to the Principal within no more than 3 days of that decision being communicated (dependent on the Awarding Body's closing date for the application for appeal) indicating precisely where they believe the Awarding Body has not followed due procedures.** The Principal together with another Vice-Principal will consider the grounds for appeal and communicate their decision to the candidate and/or their parents/guardians.

### **THE APPEALS PROCESS**

When an application for an appeal is received by the awarding body, they will decide if it is accepted or not. The decision whether to accept the application for appeal is based on:

- the validity of the grounds for the appeal as put forward by the appellant;
- whether a clerical re-check/a review of marking has been completed;
- the timescale of the application.

If an application for appeal is not accepted, the reason (s) will be given.

Where an appeal is accepted, the outcome of the appeal will be provided by letter with reasons to the appellant (Principal). This outcome will be shared with the candidate.

### **PRIVATE CANDIDATES**

A private candidate is defined as a student who is entered for a subject by the centre and was not a pupil at the centre/has not received any tuition at the centre for the subject during the academic year in which the examination series occurs.

A private candidate can appeal against the outcome of a clerical re-check or a review of marking directly to an awarding body.

### **RELATED DOCUMENTS**

[JCQ A Guide to the Awarding Bodies' Appeals Processes](#)