



Examination Appeals Policy

Author	H Tombs
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Procedure for appeals against internally assessed marks including

GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments

- 1 Alderbrook School is committed to ensuring that its staff mark candidates' work fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. All work produced by candidates is authenticated in line with the requirements of the awarding body.
- 2 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
- 3 If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure detailed below. However, an appeal may only be made against the marking/assessment process not against the mark submitted to the awarding body.
- 4 The School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- 5 The School will inform candidates that they may request copies of materials to assist them in considering whether to request a review the centre's marking of the assessment. A review of marking will incur a cost of £20 payable by the student. Requests must be made in writing to the Examinations Officer, within 2 working days of students receiving their marks. Requests will not be accepted after this deadline. Any questions regarding this should be directed to the Examinations Officer.
- 6 The School will, having received a request for copies of materials, make them available to the candidate within 2 working days.
- 7 Requests for reviews of marking must be made in writing to the Examinations Officer, accompanied by a cheque for £20 made payable to The School within 3 working days of receiving copies of the requested materials.
- 8 The School 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.
- 9 The School 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.
- 10 The School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 11 The Candidate will be informed in writing of the outcome of the review of the centre's marking
- 12 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.

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

Procedure for appeals against externally awarded marks and grades

GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments

- 14 If a student wishes to query a mark/grade awarded by an Awarding Body, s/he should contact the subject teacher as soon as possible (but at least 5 working days before the published deadline for Enquiries About Results (EARs)). The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- 15 The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.
- if the Department agrees to support the EAR the cost of the enquiry will be met by the departmental budget. If the final grade goes up as a consequence of the EAR, the fee will be refunded to the Department.
 - if the Department does not support the EAR the student may still proceed with the EAR but all costs involved must be paid by the student before the EAR is made. If the final grade goes up as a consequence of the EAR, the fee will be refunded to the student.
- 16 If The School wishes to initiate a query about a mark/grade awarded by an Awarding Body, the school will contact the student's parent/guardian. The situation will be explained and a contribution towards the cost may be requested. If the final grade goes up as a consequence of the EAR any contribution will be refunded.
- 17 In all cases
- the student should be aware that EARs can result in marks/grades being raised, confirmed or lowered
 - the student must sign a consent form to confirm that they understand the consequence of an EAR
 - the student's consent form should be returned to the Examinations Officer before the published deadline for EARs.
- 18 Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as practicable after they have been received from the Awarding Bodies.