

## WYVERN COLLEGE EXAMINATIONS APPEALS PROCEDURE

### **Appeals against Internal Assessment of Work for External Qualifications (covering GCE, GCSE and Project qualifications).**

Wyvern College is committed to ensuring that whenever its staff mark candidates' work, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. Wyvern College is committed to ensuring that the work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a student believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

***Note that appeals may only be made against the assessment process and not against the mark or grade.***

#### Procedure

The procedure is provided to students/candidates who are entered for public examinations each year. It is also available upon request from the Exams Office:

- Wyvern College 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.
- Wyvern College will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- Wyvern College will, having received a request for copies of materials, promptly make them available to the candidate
- Wyvern College will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Requests for reviews of marking **must** be made in writing.
- Wyvern College 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.

- Wyvern College 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.
- Wyvern College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate will be informed in writing of the outcome of the review of the centre's marking.
- The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

#### Process

- a. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
- b. Appeals **must** be made in writing, using the Appeal Form at Annex A, by the candidate's parent/carer, or the candidate if he/she is an adult, to the exams officer.
- c. The head of centre will appoint a senior member of staff, e.g. an Assistant Headteacher or a member of SLT, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment procedure for that subject.
- d. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
- e. The appellant will be informed in writing of the outcome of the appeal, including any correspondence with the awarding body, and any changes made to internal assessment procedures.
- f. The outcome of the appeal will be made known to the head of centre, and will be logged as a complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidate's work has been internally assessed, it is moderated by the awarding body to ensure consistency between centres. The moderation process may lead to mark changes. This process is outside the control of Wyvern College and is not covered by this procedure. If you have concerns about it, please ask the exams officer for a copy of the appeal procedure of the relevant examinations board.

## **Appeals against centre decisions not to support an enquiry about results**

6. 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 the Exams Office. Enquiries about results (EARs) may be requested by staff or candidates (or their parents/carers) but must be made by the Exam Officer at the centre. Where it is possible for the grade to be reduced, requests will not be submitted to the awarding body without the candidate's consent.

7. In general, the centre will provide advice but the candidate is expected to pay the enquiry fee. This is refunded should the awarding body refund the school (e.g. if a re-mark results in a change of grade). However, EARs will be paid for by the school for Disadvantaged pupils where the exams officer considers this to be in the pupil's best interest and to be an effective use of public funds.

8. If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to fund an enquiry, an internal appeal form can be submitted to the centre at least one week prior to the internal deadline for submitting an EAR. It will be considered using the process detailed above.

## **Appeals procedure following the outcome of an enquiry about results**

9. Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the relevant JCQ publications.

10. Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidates and/or their parents/carers are not satisfied, they may make a further representation to the head of centre using the Internal Appeals Procedure detailed above. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates, parents/carers are not permitted to make direct representations to an awarding body.

11. The internal appeals form must be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit it to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid to the centre by the appellant when the internal appeal is submitted. If the appeal is not submitted to the awarding body or is upheld by the awarding body, this fee will be refunded to the appellant by the centre.

Reviewed: January 2018

Annex A

## Wyvern College: Internal Appeals Form

Date

Candidate Name:

Candidate no.

Exam Board

Subject

Exam Unit Code

Teacher

### Type of appeal

(tick as required)

Appeal against an internal assessment decision

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

Appeal against the outcome of an enquiry about results

**Details of appeal** *Please explain the nature of your appeal clearly and with as much detail as necessary. Continue on additional sheet if required.*

### Appeal against an internal assessment decision

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. 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:

Name:

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

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

Signature:

Name:

### Appeal against the outcome of an enquiry about results

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 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.

Signature:

Name:

Email:

Tel: