



Trinity High School

& SIXTH FORM CENTRE

An Independent State Funded Academy

INTERNAL APPEALS/ENQUIRIES AGAINST PUBLIC EXAMINATIONS POLICY

To be read in conjunction with:

- *Coursework and Non-Examined Assessment Policy*

Reviewed:

Oct 2018

Adopted by Governing Body: 29 Jan 2019

Review date:

Oct 2021

Policy Responsibility:

Mr Thomas

School Policy: available on website

Staff Policy: available on r-drive



INTERNAL APPEALS/ENQUIRIES AGAINST PUBLIC EXAMINATIONS POLICY

This policy applies to all External Examination results at Key Stage 4 and 5 and includes the Internal Appeals Procedure and Enquiries about Results Procedure.

INTERNAL APPEALS PROCEDURE

The following applies to appeals relating to Internal Assessment decisions. Please also refer to the *Coursework and Non-Examined Assessment Policy*:

1. The Examinations Officer shall manage the Appeals Process.
2. Any Appeal should be made in writing by the student detailing the complaint and the reason for the appeal. This should be made within 5 working days of the publication of marks.
3. The teacher marking the assessment shall see the complaint and respond within 5 working days with a copy of the response being sent to the complainant.
4. If the complainant continues to be dissatisfied, a personal hearing will be arranged within 10 working days.
5. The hearing shall be held in the presence of a Deputy Headteacher and a Head of Faculty/Subject (other than the faculty or subject concerned with the appeal). The hearing will consider all written and oral evidence and check that appropriate marking and moderation procedures have been carried out. A recommendation will be made to the Headteacher as to whether the appeal should be upheld. A copy of the recommendations shall be provided for the candidate within 5 working days of the hearing.
6. Written records will be kept of all appeals and their outcomes.
7. The Centre shall inform the Awarding Body of any change to internally assessed marks as a result of an appeal.

ENQUIRIES ABOUT RESULTS PROCEDURE

The following procedure applies to enquiries about externally marked Examinations:

1. The Examinations Officer shall manage the Enquiries process.
2. The following options are available to candidates following the release of examination results: -
 - a. Clerical re-check
 - b. Review of Marking
 - c. Review of Moderation
 - d. Access to Scripts
3. Candidates must provide their written consent for all enquiries about results on the relevant JCQ form (see appendix A and B).

4. All enquires about results should first be discussed with Head of Faculty/Subject concerned. The Head of Faculty/Subject must then discuss the request with either the Deputy Headteacher or Head of Sixth form before sending to the Exam Officer.
5. The Centre will normally support a request for enquiry where the result awarded is within two marks of the subject grade boundary. This is providing the candidate has completed all assessed units and any special arrangements have been requested and applied.
6. Candidates who have received a pass grade can request a Review of Marking, however the cost will not be covered by the school.
7. The Examinations Officer shall consult with the Deputy Headteacher or Head of Sixth Form with a recommendation for action on each request for an enquiry.
8. Once an outcome has been received following an enquiry, the candidate will be informed by the Centre in writing.
9. If the candidate or Centre remains dissatisfied with the outcome of the review, an appeal can then be made in writing (as per JCQ Post Services Booklet). **Appeals can only be made by the Head of Centre.**
10. Where a candidate disagrees with the Centre's decision not to proceed with an enquiry, a hearing shall be arranged within 5 working days for the candidate to make an oral appeal before the headteacher and a member of the governing body.

AQA City & Guilds CCEA OCR Pearson WJEC

ACCESS TO SCRIPTS

Candidate consent form for access to and use of examination scripts

Centre Number	Centre Name
Candidate Number	Candidate Name
Subject	Component/unit code

I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

- If any of my scripts are used in the classroom I do not wish anyone to know they are mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

Signed: **Date:**

This form should be retained on the centre’s files for at least six months.