



Regency High School Examinations Appeals Policy

Written by: Sara Harding
Authorised by: Chair of Governors

Date: May 2017
Review Date: May 2020
(Updated January 2018)

Signed by: *S Harding* (Policy Author)

Date: *20.3.18*

Signed by: *R A Soper* (Chair of Governors)

Date: *20.3.18*

Examinations Appeals Policy

1. Policy on Appeals against Internal Assessment of Work for External Qualifications

Regency High School (RHS) is committed to ensuring that whenever staff assess students' work for external qualification, it is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels this may not have happened in relation to her/his work, she/he may make use of this appeals procedure. Appeals may only be made against the assessment process and not against the mark or grade. This procedure is made known to students and a copy is available with teachers and subject leaders.

Appeals should be made within four weeks' of the end of the assessment process. They should be made in writing to the Examinations Officer, who will investigate the appeal in conjunction with the appropriate Assistant Headteacher. If the Assistant Headteacher was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. This will also be the case if the Examinations Officer is not able to conduct the investigation for some other reason.

The Examinations Officer and Assistant Headteacher will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the Joint Council for Qualifications (JCQ).

The student will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of their work, and any changes made to improve future procedures.

The outcome of the appeal will be made known to the Headteacher and the Governors' Curriculum Committee. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body [examinations board] to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of RHS and is not covered by this procedure. The Examinations Officer can provide a copy of the appeals procedure of the relevant examinations board on request.

Where the centre's internal appeal procedure does not resolve the matter, the awarding organisation can act as the final arbiter.

2. Policy on External Assessments for External Qualifications

(Enquiries about Results – EARs)

Any student who wants to query a mark/grade awarded by an awarding body upon issue of results should follow the following procedure:

- a) Contact the Examinations Officer and the subject teacher as soon as possible (but at least five working days before the published deadline for EARs) in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- b) Students should be aware that EARs can result in the marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.

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 Department will make a request, together with the student's consent form to the Examinations Officer before the published deadline for EARs. The cost of the enquiry will be met by the departmental budget. If the EAR is successful the fee will be refunded.

- c) If the Department does not agree to support the EAR:

Appeals should be made in writing to the Business Manager, at least five working days before the published deadline for EARs. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed, dated and should include the daytime contact telephone number and email address (if possible) of the student, parent or carer.

The appeal information will be reviewed by the Examinations Officer and a member of the Senior Leadership Team. The outcome of the appeal will be communicated either by telephone, email or first class letter post as appropriate within 24 hours of receipt. The decision is final.

If the Centre does not support the EAR the student may still proceed with the EAR but ALL costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer before the published deadline for EARs. If the enquiry is successful the fee will be refunded to the student.

- d) Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the awarding boards.