

# Darland High School

## Appeals Policy for Internal and External Qualifications

Darland School's Policy on Appeals is in two parts:-

1. **Policy on Internal Assessments for External Qualifications**
2. **Policy on External Assessments for External Qualifications (Enquiries about Results)**

### Policy on Internal Assessments for External Qualifications

Darland is committed to ensuring that:

- a. Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- b. Assessment evidence provided by candidates is produced authenticated according to the requirements of the awarding body for the subject concerned.
- c. The consistency of internal assessment will be maintained by internal moderation and standardisation.
- d. All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

#### **Note to students**

- A. If a student has any concerns about the procedures used in assessing their internally assessed work for public examinations i.e. controlled assessment/ coursework/ portfolios, he/she should discuss the matter with the Head of Subject immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student.
- B. The regulations for GCSE, BTEC, Entry Level and Project Qualification Coursework Assignments and GCSE Controlled Assessments state that :
  1. "The work you submit for assessment must be your own"
  2. "You must not copy from someone else or allow another candidate to copy from you.
  3. "If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating or malpractice"

Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject a candidate's internally assessed work on the grounds of malpractice.

#### **Written Appeals Procedure**

The student, parent or guardian of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series [ eg by the end of June for the summer series ].

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Leadership Team and a Head of Subject not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the JCQ Code of Practice.

The outcome of the appeal will be reported in writing to the student, parent or guardian [including relevant correspondence with the Awarding Body] before public examination results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

## **Policy on External Assessments for External Qualifications** **(Enquiries about Results – EARs)**

The school will attach a document stating the arrangements, approximate costs and deadlines for EARs to the student Certificates of Entries when the latter are sent out to students in advance of each examination season.

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

Contact the Examinations Officer and the subject teacher as soon as possible [but at least 5 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.

The Examinations Officer will make students aware that EARs can result in marks/grades being raised, confirmed or lowered. The receipt of a letter of request for a re-mark, from a parent / guardian, or a logged telephone conversation, will constitute proof of consent from the candidate for the re-mark instruction to be communicated to the examining body by the Examinations Officer.

The Subject teacher will review the student's marks/grades and discuss with the Subject Head to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Subject Head and the Headteacher agrees to support the EAR:

- The request, together with consent from the candidate, should be made to the Examinations Officer before the published deadline for EARs. The cost of the enquiry will be met by the School's examination budget.
- 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.

Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

This policy will be kept under review and revised at least every two years.