

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]**

1. **Policy on Internal Assessments for External Qualifications**

Darland School 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 skill, and who have been trained in this activity. Darland School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Darland 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.
2. Darland School 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.
3. Darland School will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
4. Darland School will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
5. Darland School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made to the Head of Subject in writing and candidates **must** explain on what grounds they wish to request a review.
6. Darland 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 for the submission of marks.
7. Darland School will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.

8. Darland School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Darland School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. 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. The centre will inform the awarding body if it does not accept the outcome of a review.

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

2 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.

Glossary of Acronyms

JCQ – Joint Council

EAR – Enquiries about Results

