



# Exam Appeals Policy

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## **Principles**

Woodlands School is committed to ensuring that whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualifications concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

## **Appeals against Internal Assessment of Work for External Qualifications**

### **Process**

1. If a learner feels that this may not have happened in relation to his/her work, then he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.
2. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June exam series).
3. The candidate's parent/carer must make the appeal in writing to the Examinations Officer, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.
4. 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 and the examinations code of practice of the QCA.
5. The candidate will be informed in writing of the outcome of the appeal including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
6. If the candidate is not happy with the written report they have received, they may request a personal hearing before an appeals panel. This must be within two working days of receipt of the written reply to the original appeal.
7. The appeals panel will consist of a senior member of staff, the Deputy Headteacher and a school governor. The candidate will be given at least two days' notice of the hearing date and will be given a breakdown of the marks awarded in advance of the appeal. The candidate (plus a parent/carer if requested) and teacher(s) involved will be present at the hearing.
8. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
9. After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of school and is not covered by this procedure. Each awarding body has its

own appeal procedure which is available from the Examinations Officer.

### **Enquiries about External Assessment Marks**

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, coursework, practical assessment etc.) a clerical check or re-mark may be requested via the Exams Officer. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered. Where the school does not support the request, the candidate will be responsible for paying the relevant fee. The decision as to whether to support an enquiry will be made by the school on the basis of several factors, including the students' expected outcome and professional judgement.