



Exam Internals Appeals and Procedure Policy

Internal Appeals Procedure

Values Academy is committed to ensuring that staff assessment of students' work for external qualification is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments will only be conducted by staff that have the appropriate knowledge, understanding and skills. Students' work will be produced and authenticated according to the requirements of the examination board.

Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation.

Contents:

- 1. Examination Appeals Procedures – Coursework/Controlled Assessments**
- 2. Appeals Policy and Procedures**
- 3. Enquiries about Results (EARs) and Appeals Procedure**
- 4. Appeals**
- 5. Script**
- 6. Guidance**

AQA
JCQ

Examination Appeals Procedures – GCSE Coursework/GCSE Controlled Assessments

Please note an appeal can only be made against the assessment process and not against the mark submitted to the awarding body.

If a student believes that this may not have happened in relation to their work, they may make use of this appeals procedure.

1. Internal appeals should be made as soon as possible or at least two weeks before the last externally assessed paper in that subject in the examination series.
2. All students will be given an examination timetable showing appropriate dates for the exams they are sitting.
3. Appeals should be made in writing to the Examination Officer who will investigate the appeal in association with the School Leader. If the Exams Officer was directly involved in the assessment in question or is not able to conduct the investigation for any other reason, A member of the SMT will conduct the investigation.
4. The person conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding body. This will be done before the end of the series.
5. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question, and any changes made for the future
6. 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 to ensure consistency between schools. Such moderation sometimes changes the marks awarded for internally assessed work. That is outside the control of Values Academy and is not covered by this procedure.

Details of the appeals procedure for the relevant awarding bodies are available from the Examination Officer

Appeals Policy and Procedures

- A candidate who wishes to query their results will be fully supported in a results enquiry by the school if their academic performance in years 10 and 11 justifies such a procedure.
- If any results are reported missing or incomplete by an awarding body then Values Academy will send the appropriate documentation to them along with supporting evidence so that any error can be rectified.
- If there is cause for concern regarding coursework moderation by an awarding body, the exams officer will appeal for a re-moderation by the awarding body.
- Exam Students will be informed of the appeals procedure after exam entries have been identified

and confirmed in March. The appeals process will be explained to pupils through assembly's and a leaflet/ pamphlet.

Enquiries on Results (EAR)

Where a candidate is unhappy with the mark awarded for a particular exam unit (eg written exam coursework, practical assessment, etc) a clerical check, re-mark or re-moderation may be requested via the Exams Officer.

This request must be made in writing and acknowledge that the outcome may result in the grade being confirmed, raised or lowered. The student will be responsible for paying the relevant fee at the time of the request. The decision as to whether to support such an enquiry made by the school on the basis of several factors including knowledge of the exam system and professional judgement.

On occasions the Head of a Subject may request a re-mark. It is still necessary to obtain the Student's written consent. In this instance the department will bear the cost of the re-mark.

Full details of the process will be circulated to all students together with their statement of results.

The details in this policy are in line with JCQ guidelines.

Further guidance to inform

AQA

www.aqa.org.uk/exams-administration/results-days/post-results/appeals

JCQ

www.jcq.org.uk › Exams Office › Other documents

JCQ

General regulations

<http://www.jcq.org.uk/exams-office/general-regulations>

Guidance on alternative site arrangements

<http://www.jcq.org.uk/exams-office/forms>

Instructions for conducting examinations

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

A guide to the special consideration process

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>