



**ALEC REED ACADEMY**  
PROUD TO LEARN

# Examinations Appeals Policy and Procedure

<b>Policy Owner:</b>	Phil Cosby	<b>Approved By:</b>	Principal
<b>Target Audience:</b>	Staff	<b>Requirement to Publish on Website:</b>	No
<b>Purpose:</b>	Provide a procedure for appealing against examination outcomes.	<b>Statutory Policy:</b>	No
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<b>Oversight by: Board Member/ Committee</b>	ALT		

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## **Policy on Internal Assessments for Qualifications with English Awarding Bodies**

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, the Alec Reed Academy is committed to ensuring that:

- Staff that have the appropriate knowledge, understanding and skills conduct internal assessments.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attends any compulsory training sessions.

### **Written Appeals Procedure**

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Registrar will be able to advise students and parents of these procedures.

The Awarding Body may make appeals to the Academy regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the Academy for moderation.

A student or parent wishing to appeal against the procedure used in internal assessments should contact the Registrar as soon as possible to discuss the appeal, and the Academy must receive a written appeal *at least two weeks before the date of the last external exam in the subject*.

On receipt of a written appeal, the Registrar and the Associate Principal will conduct an enquiry into the internal assessment. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

A deposit of £100 must be paid by the candidate to launch the appeal. This will be refunded in full if the appeal is successful.

The student/parent will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

### **Statement for students:**

"If at any stage during your exam courses you have concerns about procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects) you should see the Registrar as soon as possible".

## **Internal Assessment Decisions: Appeals Procedure**

The Joint Council for Qualifications Code of Practice requires all schools to have a published appeals procedure relating to internal assessment decisions.

The grounds for appeal relate only to the **procedures** used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the **judgment** made.

The appeal must be made in writing to the School's Examination Officer by 31 May of the year that the coursework was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.

A deposit of £100 must be paid by the candidate to launch the appeal. This will be refunded in full if the appeal is successful.

The Principal will nominate a member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Curriculum Leader and Governor will also be on the panel.

The panel will examine the evidence for the procedures used in the assessment, decide upon its appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.

The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.

Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

The Appeals Procedure is available for inspection.