



## **Watford Grammar School for Boys**

### **INTERNAL APPEALS PROCEDURE INCLUDING ENQUIRIES ABOUT RESULTS SEPTEMBER 2015**

The JCQ requires centres offering examinations to:

- have in place procedures for candidates or their carers to request access to the enquiry and appeals system
- ensure that the procedures are published, and are made widely available and accessible to all candidates or their carers
- have in place a procedure for lodging enquiries about results in cases where the centre supports an enquiry lodged by a candidate or carer
- have in place a formal, codified procedure for handling disputes when a candidate or carer disagrees with a decision by the centre not to support an enquiry.

#### **INTERNAL APPEALS PROCEDURE**

Watford Grammar School for Boys is committed to ensuring that whenever staff assess pupil's work for an external qualification that this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments are conducted by teachers who have appropriate subject knowledge, understanding and skills, and have been trained in this activity. The centre is committed to ensuring that coursework and controlled assessments are produced and authenticated according to the requirements of the relevant specification. Where a set of work is divided between staff, internal moderation and standardisation is carried out to ensure consistency.

On occasion a candidate may not agree with the coursework or controlled assessment marks awarded. If the disagreement cannot be resolved by discussion between the teacher or Head of Department and the candidate concerned then the candidate may appeal to the Examinations Officer, who will put into action the following appeals procedure. This will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances. This appeals procedure will be posted on the school website.

The Examinations Officer is in overall charge of managing appeals relating to internal assessments. The Examinations Officer is responsible for disseminating information to all candidates and their carer/s about the appeals procedure and for informing the Head of Centre about the existence and outcome of all such appeals. The grounds for appeal only relate to the procedures used in arriving at internal assessment decisions, but not the actual marks or grades submitted by the school for moderation by the Awarding Body.

If a student wishes to appeal about his internal assessment then the following procedures should be followed: The appeal should be made in writing to the Examinations Officer stating the details of the complaint and the reasons for the appeal

The appeal must be submitted in a timely manner so appeals can be heard promptly, ideally before 15 May and no later than the end of June.

The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond in writing to the Examinations Officer; a copy will be given to the candidate.

If the candidate is not happy with the written response they can then request a personal hearing before an appeals panel where the teachers and the candidate will be given the opportunity to hear each other's submission to the panel at the hearing.

The appeal panel will consist of the Examinations Officer and at least two others who have not previously dealt with this particular case, they could be any of the following: the Head teacher, Deputy Head teacher, an Assistant Head teacher, Head of Year, Head of Department, a school governor

There will be an opportunity for the teacher(s) concerned in making the assessment, which is the subject of the appeal, to see a copy of the appeal and to respond to this in writing. The candidate will be allowed to be accompanied by a (single) parent, carer or friend.

The request for the personal hearing must be made within two days of receipt of the written reply to the initial appeal

The candidate will be given at least two days notice of the hearing date

A breakdown of the marks awarded will be given to the candidate in advance of the appeal

The Examinations Officer will convey the outcome of the appeal and the reasons for that outcome in writing to the candidate

The school will maintain a written record of all appeals

The school will inform the Awarding Bodies of any changes to an internally assessed mark as a result of an appeal

### **ENQUIRIES ABOUT RESULTS PROCEDURES**

Any student who wishes to query a mark/grade given by an Awarding Body following the issue of results should use the following procedure:

1. Liaise with subject teacher/Head of Department for their opinion and advice on the marks awarded
2. Read carefully the information given to them with their results slips regarding Review of Marking and Access to Script options
3. Contact the Exams Officer by the deadlines given to obtain, complete the consent form and make the appropriate payment. Students are signing the consent form to confirm that they understand that marks/grades awarded can be lowered as well as raised. The costs of all requests are borne by the candidate.
4. The outcome of all enquiries will be forwarded to the candidate as soon as possible after they have been received by the Awarding Body.

### **If the school does not agree to support the EAR**

A candidate may appeal against the decision not to support an EAR request. Appeals should be made in writing to the Exams Officer, at least 5 working days before the published deadline for EARs. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated. The appeal information will be reviewed by the Exams Officer and a member of the Senior Management Team and the outcome of the appeal communicated to the candidate within 48 hours of receipt. The decision is final.