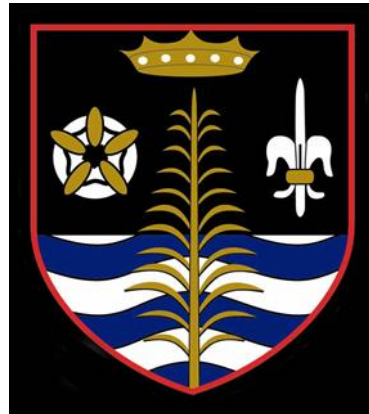


BLESSED ROBERT SUTTON CATHOLIC VOLUNTARY ACADEMY



Exams Appeals Policy and Procedures 2020/2021

Centre Assessed Marks
Awarding Body Appeals
Internal Appeals to Headteacher

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

REVIEW OF MARKING – CENTRE ASSESSED MARKS FOR STUDENTS

Blessed Robert Sutton (BRS) 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. BRS is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. BRS 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. BRS 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. BRS will, having received a request for copies of materials, promptly make them available to the candidate.
4. BRS will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. BRS 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 in writing.
6. BRS 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.
7. BRS will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. BRS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. BRS 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 headteacher. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies 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 centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

AWARDING BODY AND INTERNAL APPEALS PROCEDURE

In accordance with the JCQ (Joint Council for Qualifications) Code of Practice for the conduct of external qualifications produced by the QCA, <http://www.robertsutton.staffs.sch.uk> Blessed Robert Sutton is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specification;
- the consistency of internal assessment is secured through internal standardisation as set out by the Awarding Bodies; staff responsible for internal standardisation attend any compulsory training sessions.

NB *Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment and the final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the school's control will not be considered in the school's Appeals Procedure.*

Each Awarding Body publishes procedures for appeals against its decisions, details of which are available on their websites (under Post Results Services) or from the Examination Officer at Blessed Robert Sutton on request.

- In cases of Enquiries About Results, where Blessed Robert Sutton does not uphold a request for such an enquiry, the parent/carer may normally pay to have an enquiry carried out.
- Where the parent/carer wishes to challenge the decision not to hold an enquiry or subsequent appeal, a similar procedure to that mentioned below will be carried out.
- If the parent/carer remains unsatisfied, the case can be referred to the **Examinations Appeals Board (EAB)**. **NB** *This service applies where awarding bodies' normal enquiries and appeals procedures have been exhausted.*

Appeals may also be made to Blessed Robert Sutton regarding the procedures used in internal assessment, such as coursework and Controlled Assessments.

NB *the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement itself i.e. not the mark or grade. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the parent/carer may appeal to the Headteacher, who will put into action the agreed appeals process set out below. It is expected that it will be used only in exceptional circumstances.*

1. The Headteacher is in overall charge of managing appeals relating to internal assessments.
2. The appeal should be made in writing to the Headteacher stating the details of the complaint and the reasons for the appeal. The appeal should normally be submitted by 30th April for examinations in the summer series. [This deadline may be extended in exceptional circumstances where the coursework and Controlled Assessments marking and moderation schedule extends beyond this time].
3. The enquiry into the internal process will normally be led by an Assistant Headteacher or by the Examinations Officer, provided that neither has played any part in the original internal assessment process. The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

4. The parent/carer will be informed in writing of the outcome of the appeal, including:
 - the teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing and a copy will be sent to the parent/carer.
 - relevant communications with the Awarding Body;
 - any steps taken to further protect the interest of the candidates.
5. If the parent/carer is not satisfied with the written response they have received, then they can request a personal hearing before an appeals panel:
 - The appeals panel will consist of the Headteacher and two of the following – the LT member with Exams responsibility, the relevant Curriculum Area Leader, the Examination Officer
 - The request for a personal hearing must be made within two working days of receipt
 - of the written reply to the initial appeal The parent/carer will be given at least two
 - working days' notice of the hearing date
 - A breakdown of the marks awarded will be provided in advance of the appeal
 - The teacher(s) involved will be present at the hearing

The Headteacher will convey the outcome of an appeal and the reasons for that outcome in writing to the parent/carer

Blessed Robert Sutton will maintain a written record of all appeals

Blessed Robert Sutton will inform the Awarding Body (exam board) of any change to an internally assessed mark as a result of an appeal.
6. If the parent/carer is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Headteacher and a member of the Governing body.

Enquiries About Results (Re-marks)

In cases of Enquiries About Results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

The existence of this procedure is made known to students and their parents/carers on the Blessed Robert Sutton website <http://www.robertsutton.staffs.sch.uk> and on request from the Examinations Officer