



The Hurlingham Academy

The best in everyone™

Part of United Learning

**EXAMS APPEALS POLICY
FOR EXTERNAL QUALIFICATIONS**

Internal Appeals Policy for External Qualifications

The Hurlingham Academy (THA) Policy is in two parts:

1. **Policy on Internal Assessments for External Qualifications**
2. **Policy on External Assessments for External Qualifications (Enquiries about results)**

Policy on Internal Assessments for External Qualifications

THA is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skill. They will have been trained in this area.
- Assessment evidence provided by the candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Note to Students

If a student has any concerns about the procedures used in assessing their internal assessed work for public exams i.e. controlled assessment/coursework/portfolios, he/she should discuss the matter with the Head of Department immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

The regulations for GCSE Entry level and Project Qualification Coursework Assignments and GCSE controlled Assessments state that:

- The work you submit for the assessment must be your own
- You must not copy from someone else or allow another candidate to copy from you
- If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating or malpractice

Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or carer of a student has the right to appeal against any decisions to reject to a candidate's internally assessed work on grounds of malpractice.

Written Appeals Procedure

The student, parent or carer of a student wishing to appeal against the procedure used in internal assessment should write to the Examinations Officer (exams@thehurlinghamacademy.org.uk) as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is **TEN DAYS** prior to the start of the written examination series. Internal Appeals will be considered, and resolved, by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series).

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Leadership Team and Head of Department not involved in the internal assessment decision. This enquiry will consider whether the procedure used in the internal assessment conformed to the published requirement of the Awarding Body and the JCQ Codes of Practice.

The outcome of the appeal will be reported in writing to the student, parent or carer (including relevant correspondence with the Awarding Body) before a certificate is issued (where possible).

A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

Policy on External Assessments for External Qualifications (Enquiries about Results – EARs)

Any student who wants to query a mark/grade awarded by an Awarding Board upon issue of results should follow the following procedure:

- Contact the Examinations Officer and the subject teacher as soon as possible (but at least **5 working days before the published deadline for EARs**) in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- Students should be aware that EARs can result in the marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Department **agrees** to support the EAR:

The Department will make a request, together with the student's consent form to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget. If the EAR is successful the fee will be refunded.

If the Department **does not agree** to support the EAR:

A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examination 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, dated and should include the daytime contact telephone number and email address (if possible) of the student, parent or carer. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Leadership Team. The outcome of the appeal will be communicated either by telephone, email or 1st class letter as appropriate within 24 hours of receipt. The decision is final.

If the Centre **does not** support the EAR the student may still proceed with the EAR but **ALL** costs involved will be paid by the student at the time the EAR is made. **NO** EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the student.

Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Boards.

Internal Appeals Form

This form should be completed in all cases to lodge an appeal. Please tick to indicate what the appeal is against:

- an internal assessment decision
- the centre decision not to support an enquiry about results
- the outcome of an enquiry about results

NAME OF APPELLANT	Click here to enter text.	CANDIDATE NAME (If different to appellant)	Click here to enter text.
Awarding Body	Click here to enter text.	Unit / Module / Exam Paper Code	Click here to enter text.
Subject	Click here to enter text.	Unit / Module / Exam Paper Title	Click here to enter text.

Please state the grounds for your appeal below:-

Click here to enter text.

Continue overleaf if necessary

Appeal Against an Internal Assessment Decision

Appellant declaration

By signing here, I am confirming I understand 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's specification and subject-specific associated documents. I also understand the appeal may only be made against the marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.

Signature:

Date of signature:

Appeal Against the Centre Decision Not To Support An Enquiry About Results

Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:

Date of signature:

Appeal Against the Outcome of an Enquiry About Results

Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date of signature:

The appellant declaration against the relevant appeal must be signed, dated and returned to the Examination Officer, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.

The internal appeals procedures for THA have been produced to demonstrate compliance with the following:

JCQ General Regulations for approved centres <http://www.jcq.org.uk/exams-office/general-regulations>

Controlled Assessments, Coursework and Portfolios of Evidence

5.8 The centre agrees to have in place and be available for inspection purposes, a **written** internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are made widely available and accessible to all candidates; (A centre may place its internal appeals procedure on the school/college website or alternatively, the document may be made available to candidates upon request.)

JCQ Post-Results Services <http://www.jcq.org.uk/exams-office/post-results-services>

6.4.5 Centres **must** have in place a published formal appeals procedure for use in cases where centres and candidates, or their parents/carers, cannot agree as to whether an enquiry about results should be submitted. The formal appeals procedure must be made widely available. Centres must therefore draw the appeals procedure to the attention of candidates and their parents/carers. In deciding whether to support an enquiry about results, centres should take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views. **Awarding bodies can only enter into discussions over enquiries about results with centres and private candidates.**

JCQ A guide to the awarding bodies' appeals processes <http://www.jcq.org.uk/exams-office/appeals>

12. Please note that internal candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the head of centre where the candidate was entered or registered. The head of centre's decision as to whether to proceed with an appeal is subject to the centre's internal appeals arrangements.

Ofqual GCSE, GCE, Principal Learning and Project Code of Practice

<https://www.gov.uk/government/publications/gcse-gce-principal-learning-and-project-code-of-practice>

9.13 The awarding organisation must require centres offering its examinations to ensure that they have in place:

- iii. a formal, codified procedure for handling disputes when a candidate or carer disagrees with a decision by the centre not to support an enquiry.

Centres must be required to ensure that the procedures are published and made widely available and accessible to all candidates and their carers.

9.14 In deciding whether to support an enquiry or appeal, centres should take account of all relevant factors and afford candidates or their carers a reasonable opportunity to express their views.

Appellants should consult the full information in the above publications to be fully informed when stating their grounds for appeal.

Further information can be obtained from:

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

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

<https://www.gov.uk/appeal-exam-result>

<http://www.jcq.org.uk/examination-system/the-appeals-process>