



INTERNAL APPEALS POLICY

MIDDLEWICH HIGH SCHOOL

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Rationale:

This policy has three strands

- To provide students with a clear understanding of the appeal process against Non Examined Assessments marks
- To outline the process for Enquiries about Results
- To provide students and staff with a clear understanding of the appeal process in the event that the school does not support the application of a Post Results request

This document will be reviewed annually following publication of JCQ General Regulations and associated documents.

Non Examined Assessments

Middlewich High School is committed to ensuring that whenever its staff assess candidates' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency.

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

Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the centre for moderation by the awarding body.

This procedure is available from the Examinations Office and is available on the examinations section of the school website

NEA Appeal Process

- If a candidate wishes to appeal about the marks awarded for their NEA/Controlled Assessment the following procedures should be followed:
 - Appeals should be made as early as possible before submission of marks to the examination board.
 - Appeals should be made in writing by the candidate's parent/carer to the Exams Officer stating the details of the complaint and the reasons for the appeal.
 - The Headteacher will appoint a senior member of staff, i.e. Deputy Headteacher/Assistant Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
 - The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject-specific associated documents.
- The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.

- The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon 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 in marking between centres. Such moderation may change the marks awarded for internally assessed work, this is outside the control of Middlewich High School and is not covered by this procedure. If you have concerns about it, please ask the Exams Officer for a copy of the appeals procedure for the relevant awarding body.

Post Results Services

Following publication of results, the centre or students may wish to make use of the Post Results services offered by awarding bodies. The form 'Enquiries about Results' will be provided to students alongside results, clearly stating the deadlines for submission of requests. These are strict deadlines and are published in the JCQ Post Results Document.

HoD and teaching staff will review the results alongside grade boundaries and published mark schemes to determine any concerns.

Before any post results requests are submitted written consent from the candidate must be obtained.

Services Available

Service 1 (Clerical re-check)

This is the only service that can be requested for objective tests (multiple choice tests)

Service 2 (Review of marking)

Service 2 Priority (Review of marking)

This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)

Service 3 (Review of moderation)

This service is not available to an individual candidate – no candidate consent is required

Access to Scripts (ATS):

Copies of scripts to support reviews of marking

Copies of scripts to support teaching and learning

Where a student requests a clerical Re-check or Review of Marking

- Care must be taken to ensure the student is fully aware of the consequences should the mark be lowered.
- Where the grade awarded is close to the lower boundary the student may be advised not to submit the request. The request will only be processed with the consent of the Head teacher – Where this consent is not forthcoming the student may make use of the Post Results Appeals process
- The Enquiry about Results form must be completed and signed by the candidate
- Full payment must be made before submission
- In the event of a successful grade change a full refund will be issued

Where a student requests access to scripts

- The Enquiry about Results form must be completed and signed by the candidate
- Any payment required must be made in full before submission

Where a student requests a review of moderation they must be informed that this is not available to individual candidates.

Payment for student requested post results services must be made in full prior to the submission deadline. Withholding or non-payment will result in non-submission of the request unless agreed by the Headteacher before the deadline.

Where the centre advises a Clerical Re-check or Review of Marking

- Care must be taken to ensure the student is fully aware of the consequences should the mark be lowered.
- Where grades awarded fall within mid-lower grade boundaries enquiries should not be considered
- The Enquiry about Results form must be completed and signed by the candidate
- Payment will be made by the centre if the request is unsuccessful

Where the centre requires Access to Scripts

- The Enquiry about Results form must be completed and signed by the candidate
- Payment will be made by the centre

Where the centre requests a review of moderation following changes to submitted marks

- No candidate consent is required
- Payment will be made by the centre

Where a candidate requests a post results service 1 or 2 and feels that the school should support payment they may make use of the following procedure – care must be taken in relation to deadlines for submission of post results requests

Post Results Appeals Process

- Appeals should be made in writing by the candidate to the Exams Officer stating the details of the complaint and the reasons for the appeal. This must be done as soon as possible following publication of results and should include information as to why they feel the centre should support the request
- The Headteacher will appoint a senior member of staff, i.e. Deputy Headteacher/Assistant Headteacher, to oversee the process
- The candidate may be advised to make an access to scripts request to support a review of marking – the outcome of this may further inform the request
- The appellant will be informed in writing of the outcome of the appeal
- The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request.

Following the Enquiry about Results outcome, an external appeals process is available. The JCQ publications **Post-Results Services** and **JCQ Appeals Booklet** will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the Headteacher is satisfied after receiving the EaR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the Headteacher. The Headteacher's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the **JCQ Appeals Booklet**. Awarding bodies do not permit Candidates or parents/carers to make direct representations.

Centre Assessed Grades 2020

Under the circumstances of no exams taking place this summer, the normal arrangements for reviews of marking and appeals will not apply. We will follow the guidance set out by OFQUAL.

At the time of publication of this policy OFQUAL have confirmed that the routes of appeal are as below – Any student wishing to raise an appeal should do so in writing to the Examinations Officer, clearly stating the grounds for appeal, within 7 days of publication of results. This will be dealt with as detailed in the NEA Appeals Process.

- *That a student who had evidence of bias or discrimination will be able to raise this with their centre and that the exam board could investigate such evidence as indicating malpractice*
- *That an appeal should be allowed where a centre believes it has made an error when submitting its Centre Assessment Grade and rank order information; or similarly, if the centre believes an exam board made a mistake when calculating, assigning or communicating a grade.*