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| **Audience** | Governors, staff, students, parents/carers |
| **Review Cycle** | 1 year |
| **Current Review** | September 2018 |
| **Next Review** | September 2019 |
| **Staff Lead** | Examinations Officer |



 **Internal Appeals policy
2018/2019**



19.09.18

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The Oswaldtwistle School is committed to ensuring that whenever its staff mark students’ work this is done fairly, consistently and in accordance with the regulations and awarding body’s specification and subject-specific associated documents.

Students’ work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Oswaldtwistle School is committed to ensuring that work produced by subject teachers are involved in marking students’ work, internal standardisation and moderation will ensure consistency of marking.

If a student believes that this may not have happened in relation to his/her work, or they believe that a mark scheme may not have been applied appropriately, he/she may make use of the following appeals procedures.

**For appeals against the assessment process**

1. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body. Dates can be confirmed by the Examinations officer
2. Appeals must be made in writing, using the **internal appeals form,** to the Deputy Headteacher who will investigate the appeal
3. If the Deputy Headteacher was directly involved in the assessment in question, the Headteacher will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject
4. 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
5. The student, parent/carer will be informed in writing of the outcome of the investigation and appeal, including any relevant correspondence with the awarding body, and any changes made to the assessment in question and/or school internal assessment procedures
6. The outcome of the appeal will be made known to the Headteacher and will be logged by the Examination Officer. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

**For an appeal against the mark awarded**

1. Appeals must be made in writing using the **internal appeals form** at the end of this document and sent to **exams.admin@oswaldtwistle.org****.** The appeal will then be sent to the relevant Deputy Headteacher who will investigate the appeal following JCQ guidelines
2. The purpose of the appeal will be to determine whether the mark scheme has been applied appropriately, not to perform a full re-mark
3. The student, parent/carer will be informed in writing of the outcome of the appeal prior to their mark being sent to the examination board
4. The outcome of the appeal will be logged and be made known to the Headteacher

After students’ work has been internally assessed and marks submitted to the examination board, it is moderated by the awarding body to ensure consistency in marking between centres. This moderation may lead to mark changes. This process is outside the control of The Oswaldtwistle School and is not covered by this procedure.

**Appeals procedure following the outcome of an enquiry about results**

Where the student is not satisfied after receiving the outcome of results, review of marking enquiry, they may make a further representation to the Headteacher. Following this, the Headteachers decision as to whether to proceed with an appeal will be based upon whether there are sufficient grounds to do so, following the guidance in the JCQ publications *Post results services; information and guidance to centres* and *A guide to the awarding bodies’ appeals processes* – these are available on the JCQ website <www.jcq.org>.

Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the school within **10 calendar days** of the notification of the outcome of the enquiry. Subject to the Headteachers decision, this will allow the school to process the appeal and submit to the awarding body within the required 14 calendar days.

Awarding body fees which may be charged for the appeal must be paid by the student/parent/carer on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre. Details of costs can be obtained from the Examination Officer.

1. The student will be informed in writing of the Headteachers decision regarding the submission of an appeal
2. If an appeal is made, the student/parent/carer will be informed in writing of the appeal process, including any relevant correspondence with the awarding body. A written record will be kept and the Headteacher informed of any awarding body decisions regarding the appeal process and its outcomes
3. The outcome of an appeal will be communicated to the student/parent/carer in writing by the examinations officer

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

**Non-examination assessments including controlled assessments, coursework and portfolios of evidence
5.8 the centre agrees to**have in place, and be readily available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates; (A centre may place its internal appeals procedure on the website or alternatively, the document may be made available to candidates upon request.)

**Post-Results Services and Appeals
5 the centre agrees to**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 appeal should be submitted to the relevant awarding body. 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 appeal, centres should take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views. In relation to internal candidates, awarding bodies can only enter into discussions over appeals with centres. Awarding bodies will accept appeals directly from private candidates where the centre refuses to submit the appeal on the private candidate’s behalf.

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| **INTERNAL APPEALS FORM** |

Please tick one of the following boxes to indicate what the appeal is against.

 **Internally assessed marks – the assessment process**

 **Internally assessed marks – the mark awarded**

 **The outcome of an enquiry about results**

|  |  |
| --- | --- |
| Student name |  |
| Student exam number |  |
| Subject |  |
| Exam/assessment code |  |
| Exam/assessment title |  |

|  |
| --- |
| Please state in full the grounds of your appeal here: *Continue overleaf if necessary* |

 **Appeal against internally assessed marks
Student declaration**
I confirm 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 be made either against the assessment process or against the mark to be submitted by the centre for moderation by the awarding body.

Signature: Date of Signature:

**Appeal against the outcome of an enquiry about results
Student declaration**
I confirm 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 candidate’s work.

Signature: Date of signature: