

POLICY

Wirral Grammar School for Boys



Policy	Appeals against Internal Assessment of Work for External Qualifications
Responsible Manager	Examinations Manager
Approval Date	December 2023
Review Date	December 2024
Approved by	Headteacher

Wirral Grammar School for Boys is committed to ensuring that whenever its staff assesses students' 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. Wirral Grammar School for Boys 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 set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his work, he 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 Wirral Grammar School for Boys for moderation by the Awarding Body.

This procedure is available from the examinations office and is posted on the examinations notice board.

Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g., the last GCSE written paper in the June GCSE examination).

1. Appeals should be made in writing by the candidate's parent/carer to **Mr Ascroft**, who will investigate the appeal with at least two other senior members of staff who have not been involved in the internal assessment decision. If the Examination Manager was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise, if the Examination Manager is not able to conduct the investigation for some other reason the Headteacher will appoint another member of staff.
2. 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 and the Examinations Code of Practice.
3. 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.



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4. The outcome of the appeal will be made known by 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 between Centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Wirral Grammar School for Boys and is not covered by this procedure. If you have any concerns about it, please ask the Examinations Office for a copy of the appeals procedure of the relevant Awarding Body. *Please see Appendix A*

APPENDIX A

Post Results Services For Examinations

Wirral Grammar School For Boys supports candidates in their desire to access scripts, make enquiries about results and appeals to the awarding bodies about results.

Candidates are reminded that all services from the examination boards are to be obtained via the school's Examinations Manager.

Results Collection:

Candidates will receive their examination results from the Examination Manager and delegated staff. If a candidate cannot attend on results day, then the candidate will need to authorise a third party to collect results on their behalf. Pro-forma for this is to be found on the school's web site.

Access To Photocopied Scripts:

Candidates wishing to access a photocopy of their scripts will have to request this in writing from the Examinations Manager in time to meet the externally set deadline.

Access To Original Scripts:

Candidates wishing to access an original script will have to request this in writing from the Examinations Manager in time to meet the externally set deadline.

Enquiries About Results:

Candidates wishing to apply for an Enquiry About Results will have to request this in writing from the Examinations Manager in time to meet the externally set deadline.

The costs for these services will be borne by the candidate and are set by the awarding bodies.

Wirral Grammar School For Boys' Examinations Manager will submit requests electronically for enquiries about results and access to scripts by the published deadline(s) in accordance with the JCQ publication post-Results Services and submit requests for appeals in accordance with the JCQ publication "A Guide To The Awarding Bodies' Appeals Processes" They will ensure outcomes of enquiries about results and appeals are made known to candidates.



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Appeals Post Enquiries About Results:

Wirral Grammar School for Boys is committed to ensuring that if a student feels the awarding body has not followed procedures when undertaking the EAR service, that, he 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 awarded by the examination board.

This procedure is available from the examinations office and is posted on the examinations notice board.

1. Appeals should be made as early as possible and no later than two weeks after receipt of the outcome of the EAR service.
2. Appeals should be made in writing by the candidate's parent/carer to **Mr Ascroft**, who will investigate the appeal with at least two other senior members of staff. Usually this will be the Head of Year and the Examination Manager. If the Examination Manager is not able to conduct the investigation for some other reason, the Headteacher will appoint another member of staff.
3. The purpose of the appeal will be to decide whether the process used for the external assessment conformed to the published requirements of the Awarding Body and the Examinations Code of Practice.
4. 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 external assessment.
5. Inform the candidate that a review of moderation (**Review of Results service 3**) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample.
6. If the candidate (or his/her parent/carer) believes there are grounds to **appeal** against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by writing to the Head of Centre at least 3 working days prior to the internal deadline for submitting a request for a review of results.
7. The appellant will be informed of the outcome of the appeal before the internal deadline for submitting a review of results. **Appeals**
8. Following a Review of Results outcome, an external appeals process is available if the head of centre at *Wirral Grammar School for Boys* remains dissatisfied with the outcome and believes there are grounds for appeal.
9. The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.
10. Where the head of centre is satisfied after receiving the Review of Results outcome, but the candidate (or parent/carer) believes there are grounds for a preliminary appeal to the awarding body, an internal appeal may be made directly to the centre. Candidates or parents/carers are not permitted to make direct representations to an awarding body.



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Following this, the head of centre'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.

To submit an internal appeal:

11. An internal appeals form should be completed and submitted to the centre within the time specified by the centre from the notification of the outcome of the review of the result.
12. Subject to the head of centre's decision, the preliminary appeal will be processed and submitted to the awarding body within the required 30 calendar days of receiving the outcome of the Review of Results process.
13. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer).
14. 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.