



the ST LAWRENCE academy

Appeals Policy

Within the academy we strive to create a learning environment, curriculum, experiences and relationships in which all individuals can find expression, be nourished and developed.

The academy commits itself to creating an environment for everyone that is characterised by our core values of Truth, Justice, Forgiveness, Generosity and Respect. These values have been used to determine this policy.

External Assessment Appeals Procedures

This applies to GCSE work and other accredited work that is assessed externally. In general it relates therefore to written papers, and also the coursework and controlled assessments that are wholly assessed externally.

It is possible to appeal against the *procedures* of an awarding body in the conduct of an examination.

This is *not* to be confused with making a result enquiry i.e. querying a mark. It is not possible to appeal against the outcome of result enquiry unless there is evidence that the awarding body was not adhering to the code of practice.

An appeal might be against the inappropriate application of a mark scheme, or perhaps against a change in specification without properly making it known. In each case, the academy will need to look very carefully at the code of practice, to see if there has been a procedural error. The process is long winded, and probably has to go through all three stages before success is likely. The final conclusion may be six months after the exam results are published, by which time any changes in marks will be far too late for further education purposes. *Making an external appeal is very rare.*

Any appeal must be made through the academy; submissions will not be accepted from individuals. The final arbiter is the Examinations Appeals Board (EAB). Via the EAB you will find more details on the process, and summaries of appeals that have been made and considered.

Internal Assessment Appeals Procedures

This applies to all accredited courses including GCSE coursework/controlled assessments, BTEC assignments/controlled assessments, performance, etc, providing the work is assessed internally.

If at any stage during your certificated courses you have concerns about the procedures used in assessing your internally marked work for public qualifications (e.g. coursework / controlled assessments/assignments portfolio/projects), then you **MUST** initially discuss this with your tutor, the staff concerned, and/or the relevant Subject Leader. Hopefully this will resolve the issue.

If the matter is not resolved then you should see the Exams Officer as soon as possible to discuss whether a formal appeal could be made. Any appeal is very much a last resort, and a request for an appeal will not be accepted unless these other avenues have first been explored. It is expected that appeals will be extremely rare.

An appeal would be very weak if you have not kept to the agreed deadlines (unless this is what the appeal is about), or you have tried to sort it out within 14 days of the problem arising. You may not appeal against any mark that has been awarded unless you think that this has been because of a procedural error, and you must be able to identify the procedural error.

In accordance with the Code of Practice for the conduct of examinations, the academy is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification

- the consistency of internal assessment is secured through internal standardisation
- staff responsible for standardisation have been properly trained
- the academy will comply fully with the Joint Council guidelines.

Appeals may be made to the academy regarding the procedures used in internal assessment, but not against the actual marks or grades submitted by the academy for moderation by the awarding body.

A student or parent wishing to appeal against the procedures used in internal assessments should contact the Exams Officer as soon as possible to discuss the appeal, and the academy must receive a written request for an appeal before the end of the exam series in question. In the summer, for example, the appeal must be lodged in sufficient time for the matter to be dealt with before the end of the summer series, but should in reality be lodged much earlier.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Exams Officer, the Subject Leader (or a representative if either is involved in the assessment in question) and one other Subject Leader not involved with the internal assessment decision.

This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the awarding body.

The academy would encourage the candidate to be supported by a parent, guardian, or friend in the presentation of their case. The appeal decision will be recorded and filed.

The candidate will be informed in writing of the outcome of the appeal, including details of any relevant communication with the awarding body and of any steps taken further to protect the interests of the candidate(s).

Review

In order to ensure that it reflects current best practice, this policy will be reviewed every year.

The next review date is: September 2015