



Joseph Swan Academy

**Appeals against Controlled Assessment
and Enquiries about Results for
External Qualifications**

2018 – 2019

To be reviewed September 2019

Joseph Swan Academy 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 should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Joseph Swan Academy 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/her work, s/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.

This procedure is available on the Academy website under Policies and Key Documents.

1. 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, normally mid-June
2. Appeals should be made in writing by the candidate's parent/carer to Miss Scott Head Teacher. The appeal will then be investigated with at least two other members of staff who have not been involved in the internal assessment decision.
3. The Head Teacher will decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
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 internal assessment.
5. The outcome of the appeal will be logged as a complaint under the complaints procedure. 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 occasionally changes the marks awarded for internally assessed work. This is outside the control of Joseph Swan Academy and is not covered by this procedure.

Enquiries about Results

Enquiries about Results (EAR's) may only be requested by the Examination Manager for internal candidates only. Students must sign a consent form to allow the Academy to make an application on their behalf. An EAR would normally involve a re-mark or re-moderation by the awarding body.

If you are unhappy with the outcome of your result you must consult the Head Teacher, who can authorise the Exams Manager to lodge an appeal with the awarding body. This must be done within two weeks of receiving the outcome of your enquiry. The Awarding Body will discuss all the actions taken in your case as the first stage of the appeal and send a report back to Joseph Swan Academy. The final stage of the awarding body process (Stage two) is an appeal hearing before the awarding body's appeals committee

If you require further information please speak to the Examinations Manager and ask for a copy of the appeals procedure of the relevant awarding body.