



St James School

Policy: Internal Appeals Procedure

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Review Committee:

ST JAMES SCHOOL POLICY FOR ASSESSMENT DECISIONS AT GCSE LEVEL

St James School policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel; WJEC and others.

This document covers the schools' policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, officers of the school and any other parties involved in awarding matters.

Examinations and Procedures Relating to Examinations

Examinations policy is decided by the Senior Leadership Team (SLT) with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Examinations Officer is responsible to the Head of Centre for the day to day administration of the examinations system.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents. All queries of this type must be raised in the first instance with the school Examinations Officer. Should a complaint relating to the administration of some part of the exams process be made against the Examinations Officer, this must first be notified to Tim Rutherford, Head of School.

At the time of the exams, candidates must be aware of the JCQ 'Warning to Candidates', a copy of which is posted outside of each examinations room. During examinations, candidates must follow any instructions given to them by the Examinations Officer or any Invigilator present. Candidates must also be aware of the regulations regarding the submission of coursework or controlled assessments, particularly those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

St James School undertakes to run the examinations system in accordance with the published JCQ guidance, given in the Instructions for the Conduct of Examinations (I.C.E.) document, and others.

Mobile Phones and Examinations

The possession of a mobile phone in an examination room, whether switched on or not, is an offence under JCQ regulation I.C.E. page 59. School policy is that mobile phones must not

be brought into the examination room. Failure to observe this regulation will result in the loss of all results for the exam.

Internal Assessments

The Joint Council for Qualifications (JCQ) produces guidance through the document Post Results Services on how a centre may make an application for an enquiry about results. Awarding bodies will inform centre's as to how they may make a formal appeal following the conclusion of the enquiries about results process. An appeal can be made to the school by a candidate concerning the procedures followed in relation to the internal assessment of coursework or controlled assessments.

Under section 2, paragraph 19, subsection IX of the Joint Council Code of Practice, the Awarding Bodies require school centers' offering their examinations to:

1. have a published appeals procedure relating to internal assessment decisions;
2. make this document available and accessible to candidates.

The Awarding Body will moderate the controlled assessment/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of St James School and is not covered by this procedure.

St James School will ensure that:

1. assessments submitted by candidates are produced and authenticated according to the requirements of the specifications for each subject; the JCQ document Instructions for Conducting Coursework and Portfolios and any awarding body specific guidance;
2. internal assessments are conducted and marked by staff who have an appropriate level of knowledge, understanding and skill;
3. the consistency of the marking of internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary;
4. the staff responsible for internal standardization and/or assessment of a subject will attend any training sessions as organized by the centre and INSET courses as provided by the relevant Awarding Body where relevant.

If a candidate feels that these procedures have not been carried out in relation to his or her work, he or she should first of all discuss this matter with the relevant Head of Department. If the concern cannot be resolved in this way, the candidate may use the formal appeal procedure detailed below. Appeals may be made only against the procedure that led to the assessment and not against the mark or grade.

The Appeals Procedure

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgment themselves.
2. The parent/guardian/carer of the candidate, but not the candidate acting alone must make *their appeal* in writing to the Schools Examinations Officer by *31 March* of the year that the controlled assessment was assessed. The grounds for the appeal must be clearly stated.
3. The Head Teacher will nominate a senior member of staff, and another experienced member of teaching staff to lead the enquiry provided that they have played no part in the original assessment process.
4. Those who conduct the appeal will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned.
5. The outcome of the appeal will be formally reported back to the candidate/parent/carer in writing within 10 working days of the appeal being received by the school.
6. If the candidate/parent/carer is unhappy with the written response of the appeal they can then opt to raise a formal hearing. If the candidate/parent/carer wishes to proceed to the formal hearing they must inform the school in writing of this within 5 working days of receiving the outcome letter.

Following receipt of notification to proceed to a formal hearing the school will convene a panel within 10 working days. The panel will comprise of at least two individuals who have not previously been involved in the case; a member of the schools' senior leadership team and an independent person, for example a member of the schools governing body.

The candidate/parent/carer will be allowed all sight of relevant documentation in order to prepare their case for the hearing. Both the teacher and the candidate will both be given an opportunity to hear each others submission to the panel.

The panel's findings will be formally reported back to the candidate/parent/carer within 5 working days of the hearing. The letter will include the outcome of the appeal and the rationale behind the decision made.

7. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer. The school will notify the relevant awarding body of any outcome of an appeal if it has implications for the issue of results and all paperwork relating to the appeal – including the outcome and the

rationale behind the decision made will be made available to the Awarding Body if required.

Enquiries about Results

In cases of enquiries about results, where the school does not uphold the request for such an enquiry, the student may normally pay to have the enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned under internal appeals will be carried out.