

Howden School and Technology College Examination Centre 44137

Examinations Officers

Mrs G Chappel



Appeals Policy & Procedure

Appeals Policy

- 1.1. The JCQ code of practice requires the school to produce a published appeals procedure relating to internal assessment decisions. This document should be made available to all candidates.
- 1.2. This document must be available for inspection during routine examinations of centres by exam boards.
- 1.3. The procedures for appeals will be available to view on the school's website for all KS4 students.

Appeals by candidate – Procedure

Howden School & Technology College provide fair assessments. If you think an assessment is unfair you can appeal.

Controlled Assessment/Coursework

If you disagree with an assessment mark or grade that you have been given, you may appeal against the process by which it has been awarded, if, for example, you believe that you have been treated unfairly or the specification criteria have not been applied correctly. Controlled Assessment/Coursework marks are moderated internally to make sure all teachers mark to the same standard, and they are then also moderated externally by the exam board. You must raise any concerns before the marks are sent to the exam board. The moderators may change marks if they feel it necessary and you cannot appeal as an individual against any such changes.

1. Raise the issue with your subject teacher. They will explain why they gave that mark.
2. If you are still unhappy after speaking to your subject teacher see the Curriculum Area Leader or the teacher i/c Key Stage 4 and they will arrange for the assessment to be checked by another teacher from within the School.
3. If you are still dissatisfied after speaking to the Curriculum Area Leader or the teacher i/c KS4, or if the Curriculum Area Leader or teacher i/c KS4 is the teacher who originally awarded the disputed mark, see the Examinations Officer in order for her to help resolve the situation. If she is unable to do so, she can (in consultation with the Headteacher as Head of Centre) convene a formal panel to adjudicate. The panel will normally consist of two teachers of that subject, one being the Curriculum Area Leader or the teacher i/c KS4 (unless they are the teacher whose marking is in dispute) and a member of the Senior Leadership Team. If there are not a sufficient number of uninvolved teachers of the subject on the staff, mutually acceptable *ad hoc* arrangements will be made by discussion with all of the interested parties.

The decision made at this stage is FINAL

Examination marks

1. Raise the issue with your subject teacher or the Curriculum Area Leader as soon as possible. They will check your marks and how they compare with your Trial Examination results and predicted grade, and also how close you came to the grade boundaries (experience has shown that very few re-marks change the total score by more than 1 or 2 marks).
2. If your teacher feels that there are grounds for requesting a re-mark the Examinations Officers will arrange this. Teachers may also suggest re-marks for some candidates. In such cases the School will pay the necessary fee. ***Written permission from you and acknowledgement of the risks by your parent/guardian will be required for any re-mark as the score (and therefore grade) can go down as well as up.***
3. If the School does not feel that it can support a request for a re-mark you can still have the work re-marked by the examination board but you will have to pay for this in advance. The fee is refunded if the appeal is successful. ***Written permission from you and acknowledgement of the risks by your parent/guardian will be required for any re-mark as the score (and therefore grade) can go down as well as up.***
4. All requests for re-marks must be sent within 3 weeks of the results being issued. It may take a further 6 weeks for the result of the appeal to be known and in the interim period the original result will stand. The new result replaces the original one, regardless of the outcome, and no further re-mark is permitted under the regulations.

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Request for an appeal to the Awarding Body for a re-mark of examination papers

Please complete this form in BLOCK CAPITALS except where signatures are required.

Full name of student:

Candidate number (if applicable)

Subject: Specification & paper codes:

Awarding Body ("Examination Board") AQA Edexcel OCR WJEC

Examination season: SUMMER Year

Appeal supported by the School (*please circle as appropriate*): YES NO

Signed (Subject Teacher or Subject Leader) Date

Please read the following statement carefully before signing below.

I realise that by pursuing this request for a re-mark, my marks and/or grades could go down, stay the same or go up, and that there is no further re-mark permitted if I am unhappy with the outcome.

I also realise that if my request is not supported by the School I must pay for the re-mark myself in advance. If I do not receive an improved final grade I will not receive a refund of the fee. Only if my final grade is improved can I expect a refund.

I have read and understood the warnings above and I wish to pursue this request to the Awarding Body.

Signed (candidate) Date

As the parent/guardian of the above named candidate I have read and understood the warnings above.

Signed (Parent/Guardian) Date

Print name Relationship to candidate

Examinations Office use only below this line:

Appeal sent Acknowledgement Result received

GC / PK

GC/ PK

GC/ PK

Result to candidate Result to department

GC / PK

GC / PK