

Eastbrook Secondary School



Exam Appeals Policy

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Policy amendments may occur at any time. Please consult the Policies page on the website for the latest update.

Principles

Eastbrook School 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 qualifications concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

Appeals about centre/teacher assessed grades

Where a candidate is unhappy with the grade awarded by an awarding organisation following a grade recommendation through a centre/teacher assessed grade, the candidate can request to appeal, and the centres will undertake an initial process review to check all processes were followed correctly and no errors were made. If it is found that an error has been made, then where relevant the centre can submit a revised grade to the exam board. Requests for appeals should be completed using the form JCQ Appeals Guidance Summer 2021 Appendix B (https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf), copies can also be requested from the Exams Officer, Eastbrook School. The appeals form can be sent via email to the Deputy Headteacher (khana@eastbrookschool.org), or handed in to the Deputy Headteacher or the exams officer.

If the student still wants to appeal, they can ask the centre to submit a formal appeal to the exam board for them. The exam board will check the centre followed its own processes and exam board requirements as well as reviewing the evidence used to form their judgement and providing a view as to whether the grade awarded was a reasonable exercise of academic judgement.

If the exam board finds the grade is not reasonable, they will determine the alternative grade and inform the centre.

In cases of disagreement between the centre and the exam board, or if the student disagrees with the centre or the exam board, the case can be referred to Ofqual's Exams Procedure Review Service (EPRS). The exam board's decision on the grade following appeal will stand unless the EPRS finds that the exam board has made a procedural error.

Appeals are not likely to lead to adjustments in grades where the original grade is a reasonable exercise of academic judgement supported by the evidence. **Grades can go up or down as the result of an appeal.**

The timescales for requesting an appeal are set out in the following table:

Stage	Priority appeals (students applying to higher education who did not attain their firm choice i.e. the offer they accepted as their first choice and wish to appeal an A level or other Level 3 qualification result.)	Non-priority appeals (appeals which are not considered to be priority appeals)
Stage one: timescales for students to submit the form to the School requesting a centre review	10 August to 16 August 2021	From results day to 3 September 2021
Stage one: timescales for the school to conduct the stage one review	10 August to 20 August 2021	From results day to 10 September 2021
Stage two: timescales for the school to submit the appeal to awarding organisation	11 August to 23 August 2021 Students are asked to submit any requests for a stage two appeal as soon as possible after the outcome of the stage one decision has been communicated and ideally before 11am on 23 August 2021.	11 August to 17 September 2021 Students are asked to submit any requests for a stage two appeal as soon as possible after the outcome of the stage one decision has been communicated and ideally before 11am on 17 September 2021.

Appeals against Internal Assessment of Work for External Qualifications

Process

1. If a student feels that this may not have happened in relation to his/her work, then he/she 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 the school for moderation by the awarding body.
2. Appeals should be made as early as possible 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 exam series).
3. The candidate's parent/carer must make the appeal in writing to the Examinations Officer, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.

4. 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 of the QCA.
5. The candidate 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.
6. If the candidate is not happy with the written report they have received, they may request a personal hearing before an appeals panel. This must be within two working days of receipt of the written reply to the original appeal.
7. The appeals panel will consist of a senior member of staff, the Deputy Headteacher and a school governor. The candidate will be given at least two days' notice of the hearing date and will be given a breakdown of the marks awarded in advance of the appeal. The candidate (plus a parent/carer if requested) and teacher(s) involved will be present at the hearing.
8. The outcome of the appeal will be made known to 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.
9. After work has been assessed internally, it is moderated by the awarding the body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of Eastbrook School and is not covered by this procedure. Each awarding body has its own appeal procedure which is available from the Examinations Officer.

Enquiries about External Assessment Marks

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, coursework, practical assessment etc.) a clerical check or re-mark may be requested via the Exams Office. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered. Where the school does not support the request, the candidate will be responsible for paying the relevant fee. The decision as to whether to support an enquiry will be made by the school on the basis of several factors, including the students' expected outcome and professional judgement.

See also the [Exam Entry Policy](#)

See also the [Control Assessment Policy](#)