

# Internal Appeals and Enquiries about Results Policy



Redbridge Community School

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## **Appeals against internally assessed marks (GCSE controlled assessments, Btec, City & Guilds, NCFE, City and Guilds ASDAN and RSL Units)**

Redbridge Community School is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have the appropriate knowledge, understanding and skill, and who have been trained in this activity. Redbridge Community School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

**N.B: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.**

- Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).
- Appeals **must** be made in writing by the candidate's parent/carer to the exams officer.
- The head of centre will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
- The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
- 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 internal assessment procedures.
- 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 irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Redbridge Community School and is not covered by this procedure.

## Enquiries about Results

Following publication of provisional results the awarding bodies offer various enquiries which can be made into a result including:

- Clerical checks
- Review of original marking
- Review of original moderation
- Access to scripts

These services are only available via the school – awarding bodies never enter into negotiation with students or parents. The JCQ issue deadlines for the post results services each year.

**Clerical check** - This is a re-check of all clerical procedures leading to the issue of a result. It includes checks that all parts of the script have been marked, the marks have been correctly totalled and recorded, any adjustments have been correctly applied, grade thresholds have been correctly applied, special consideration where applicable has been correctly applied.

**Post-results review of marking** - This includes a clerical re-check as above and also a review of the marks awarded by the original marker to ensure that the mark scheme has been applied correctly. This service is available for externally assessed components.

**Post-results review of moderation** - This service is only available if the school's marks have been amended by the awarding body's moderator. The original moderation is reviewed to ensure that the assessment criteria have been correctly applied. The service is only available for the whole of the original moderation sample and is not available for the work of an individual candidate.

**Consent** - For clerical checks and post-results reviews of marking the candidate's consent is required because the mark might go up, remain the same or go down and the candidate's grade could be affected.

**Access to scripts** - Copies of scripts which have been subject to an enquiry may be requested along with the outcome of the enquiry. Original scripts may also be requested but will not be provided until after the enquiry has been completed. If teachers wish to use scripts for teaching and learning purposes they will ask the candidate for written permission; candidates may request that their scripts be made anonymous.

- All decisions on whether to make an application for an EAR will be made by Heads of Department
- The processing of the EARs is the responsibility of the exams officer following JCQ guidance
- The candidate's parent/carer can also request EARs, however if this request is not supported by the school the parent/carer will be responsible for the cost of the service according to the fees set by the awarding bodies

- If grades are amended as a result of an enquiry, the fee will not be charged

### **What should I do if I'm not happy with my final GCSE grade?**

Firstly, discuss the concerns with your subject teacher to find out how many marks were awarded for each unit and what the grade boundary was (to see how many marks away you were from a higher grade).

### **What can I do if I'm still not satisfied after discussing it with my teacher?**

Let Mr Richard Taylor know that you would like to have your exam paper(s) re-checked or re-marked through the official "Enquiries About Results" service. Coursework units are not included in this service and fees are payable for each separate unit or paper. An explanation of both services available are listed below.

Mr Taylor will ask you to complete and sign a Candidate Consent form and make full payment (see fees listed below) prior to the final deadline stated in red below.

Final Deadline for Enquiries About Results to Exam Boards – TBC *approximately 20<sup>th</sup> September*

**Final Deadline for Enquiries about Results to Examinations Manager - TBC - approximately 20<sup>th</sup> September**

#### **Services Available:**

##### **Service 1 (Clerical re-check)**

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks;
- the application of any adjustments;
- the application of grade thresholds;

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry within 21 days.

##### **Service 2 (Post-results review of marking)**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitised and linear specifications.

This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above;

The outcome of the review will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry within 30 days.

**Fees are published by individual exams boards.**

**\*\*\* NB : Please be aware that your mark (and final Grade) can go down as well as up as a result of these services. If you have any questions, please see Mr R Taylor**

### **Centre decisions around access arrangements and special consideration**

The school SENCO will determine which access arrangements are appropriate for students to have for their examinations. The SENCO will communicate these to students and parents. If a student or parent are unhappy with or disagree with the access arrangements that the SENCO has determined are appropriate, they should contact the exams officer, who will liaise with the SENCO, the child and their parents in order to determine the right outcome. If, after this, the parent and/or child are still unhappy, they should follow the school's complaints policy, which is published on the school website.

If students feel that there are circumstances leading to them not being able to access the examinations to the best of their abilities on the day because of circumstances outside of their control such as but not limited to exam room disruption or ill health on the day, they should contact the exams officer, who will arrange for special consideration to be applied for.