



KING EDWARD VI CAMP HILL SCHOOL FOR BOYS

In pursuit of educational excellence for all

Internal Appeals Procedure-post results services and appeals.

<i>Responsible Board</i>	Foundation Board & Academy Trust Board
<i>Policy Officer</i>	PAB/SN
<i>Date Adopted</i>	February 2019
<i>Last Review Date</i>	January 2023
<i>Next Review Date</i>	February 2024

This procedure confirms our compliance with JCQ's **General Regulations for Approved Centres 2022-2023**, section 5.13 that the centre has in place "a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."

Results are issued to each student together with full details of the awarding bodies post-results services: this includes board deadlines, services offered and fees payable for services requested. Explicit instructions are given regarding the process involved in requesting a Post Results Service.

Candidates are also informed of the arrangements for post-results services before they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results. Before exams are sat students are given an exam briefing and an Examination Booklet by the Examinations Officer where all this information is disseminated. Parents are also provided with a copy of the Examination Booklet via Groupcall.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, a review of the result may be requested. We always support our students with their requests so disputes in this instance do not take place.

Reviews of Results (RoRs) offers three services.

- Service 1 – clerical re-check
- Service 2 – review of marking
- Service 3 – review of moderation (this service is not available to an individual candidate)

Students are at liberty to request a RoR service 1 or 2, but are always advised to seek advice from Heads of Department and teachers. However, they are made aware that ultimately it is their decision to make such a request as their grade can go up, down or stay the same.

Written candidate consent is required in all cases before a request for a RoR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered.

On rare occasions, a Head of Department may feel that RoR service 2 might be in the interests of a student to be undertaken and the student will then be approached. The Head of Department may pay for the service, otherwise it is the responsibility of the student. However, students and parents must be aware that ultimately the final decision lies with them and no recourse is available against the Head of Department.

Heads of Department, staff and the Examination officer will not dissuade a student from requesting a RoR service 1 or 2 if they wish to do so, even if it is against their better judgement. The question of our school not supporting a ROR will therefore not arise and therefore there is no need for an internal appeal procedure in this instance.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the review of results process. Awarding body fees will be charged for the preliminary appeal and must be paid to the school by the student before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the school.

Following the RoRs outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications **Post-Results Services** and **JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)** will be consulted to determine the acceptable grounds for a preliminary appeal. In this case the school will bear the cost of the appeal.

Internal appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- ☐ Appeal against an internal assessment decision and/or request for a review of marking
- ☐ Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

(If applicable, tick below)

- ☐ Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking
- If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed*

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

Complaints and appeals log

On receipt, all complaints/appeals are logged. Outcome and outcome date is also recorded.

The outcome of any review of the centre's marking will be made known to the Head of Centre. A written record of the review will be kept and logged as an appeal by the Examinations Officer, so information can be easily made available to an awarding body upon request.

[illegible]

Further guidance to inform and implement appeals procedures

JCQ publications

- General Regulations for Approved Centres
<https://www.jcq.org.uk/exams-office/general-regulations>
- Post-Results Services
<https://www.jcq.org.uk/exams-office/post-results-services>
- JCQ Appeals Booklet
<https://www.jcq.org.uk/exams-office/appeals>
- Notice to Centres - Reviews of marking (centre assessed marks)
<https://www.jcq.org.uk/exams-office/coursework>
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- Notice to Centres – informing candidates of their centre assessed marks
<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual publications

- GCSE (9 to 1) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- GCSE (A* to G) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-a-to-g-qualification-level-conditions-and-requirements>
- GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>
- Pre-reform GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications>