

# PORTHCAWL COMPREHENSIVE SCHOOL

## INTERNAL ASSESSMENTS IN EXTERNAL EXAMINATIONS

### APPEALS PROCEDURE RELATING TO INTERNAL ASSESSMENT

PORTHCAWL COMPREHENSIVE SCHOOL is committed to ensuring that all staff involved in the assessment of candidates' work for external examinations will carry out this task fairly, consistently and

in accordance with the specifications for the qualification concerned.

The assessments will be carried out by staff who have the required knowledge, understanding and skills

relevant to the assessment. If the assessment needs to be divided among several members of staff,

then internal moderation and standardisation will take place to ensure the consistency of the marking.

Pupils' work must be authenticated according to the requirements of the Awarding Examination Board.

If a candidate feels these procedures have not been carried out with respect to his or her work they

should first discuss the matter with the Subject Co-ordinator. If a satisfactory outcome cannot be obtained then the candidate may use the formal appeals procedure as outlined below.

### WRITTEN APPEALS PROCEDURE

Appeals may be made to the school regarding the *procedure* used in internal assessment but *not* the

actual marks or grades submitted by the school for moderation by the Examination Board.

A **written** appeal must come from the **parent/guardian** of the candidate.

**The candidate may not appeal on his or her own.**

This appeal must be received by the Examinations Officer as soon as the circumstances become known

and before the start of the main written GCSEs.

An **Assistant Headteacher, Examinations Officer** and another experienced member of the **teaching**

**staff**, not involved in the assessment, will conduct the appeal and will decide whether the prescribed

procedures used in the assessment conform to those laid down by the Examination Board.

The outcome of the appeal will be reported **in writing** to the parents/guardians of the candidate by the

second week in June. Any changes made to the assessment of the work, any changes needed to improve the school's implementation of the procedures and any correspondence with the Examination

Board will also be reported.

The parents/guardians and the candidate have the right to a **personal hearing** if they are not satisfied

with the written response. The hearing will be conducted by a **senior member of staff** and a second

**independent person** such as a governor. The date of the hearing and any relevant documents will be

made available to the candidate in advance of the meeting. The hearing should take place before the

end of June. If there are difficulties in meeting this deadline, the school will inform the Examination Board.

The written copy of any appeal will be stored at the school and will be available to the Examination Board on request.

**A copy will be sent to the candidate/parent/guardian within 2 weeks of the hearing.**

The school will inform the Examination Board of any outcome from an appeal which would alter either

the conduct of the examination or the issue of the results.

Appeals against the marking of externally assessed examination components are dealt with after the publication of results according to procedures published by the Examination Boards.

**Policy on External Assessments for External Qualifications**  
**[Enquiries about Results - EARs]**

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations Officer **and** the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- III. The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Department agrees to support the EAR:

- a. The request, together with the students consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

If the Department does not agree to support the EAR:

- b. A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least **5 working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1<sup>st</sup> class letter post within 24 hours of receipt. This decision is final.
- c. If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the student.

IV. Outcomes following EARs will be forwarded by the Examinations Officer to

the student as soon as they have been received from the Awarding Bodies.

*--This policy will be kept under review and revised as necessary--*