

	Title	Examination Appeal Policy
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	Author	Enterprise and Technology Lead
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Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

Where the school or staff are referred to, the policy and the following procedures apply to all staff working for Corbets Tey School on all sites.

Version Control

Version	Date	Author	Description of Change
1	November 2020	Business Manager	Annual Update
2	Summer Term 2022	Enterprise and Technology Lead	Annual Update

Introduction

Corbets Tey School is committed to ensuring that whenever its staff assesses students' work for external purposes that this is carried out fairly, consistently and in accordance with the examinations board guidance and specification for the subject 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.

If a parent or carer feels that this may not have happened in relation to his/her young person's 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.

Appeals Procedure

This procedure is made available on the school website at www.corbetsteyschool.org.uk

- Appeals should be made as early as possible after the last externally assessed paper in the examination series.
- The candidate's parent or carer must make the appeal in writing to the Headteacher, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.
- 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.
- 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.
- 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 ten working days of receipt of the written reply to the original appeal.
- The appeals panel will consist of a senior member of staff, the Chair of Governors and another 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 or carer if requested) and teacher(s) involved will be present at the hearing.
- 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.
- The candidate will receive written notification of the outcome decided by the panel within one week of the hearing.
- If as a result of the appeal hearing there is a change to the internally assessed mark, the centre will inform the Awarding Body. The Awarding Body will decide whether or not to uphold the appeal. The above also applies to enquiries about results.

After work has been assessed internally it is moderated by the awarding body (examination board) to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work. That is outside the control of this school and is not covered by this procedure. If you have concerns about it, please ask the examinations officer for a copy of the appeals procedure of the relevant examinations board.