



TALBOT HEATH SCHOOL “Honour Before Honours”

INTERNAL APPEALS PROCEDURE (2024-25)

Date adopted: 1st September 2024

Date for next adoption: Autumn Term 2025

Reviewed by: Exam Officer (SMN) & FGB

Examination Appeals Procedures

1. Non-examined assessment/coursework

Talbot Heath School is committed to ensuring that when students' work is marked as a part of an external qualification, it is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated in accordance with the awarding body's requirements. Where a set of work is divided between staff, consistency must be assured by internal moderation and standardisation.

If a candidate believes that this may not have happened in relation to her work, she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and mark/grade awarded, (i.e. that the candidate believes that JCQ guidelines were not correctly followed or that mark schemes have not been correctly applied).

Relevant mark schemes and a photocopy or scan of the assessed materials will be made available to students wishing to query their results.

All grades from internally assessed work will be issued by **Friday 25th April 2025**. **This is to allow sufficient time for potential appeals to be processed before the mark submission deadline of Thursday 15th May 2025.**

1. Appeals should be made in writing no more than five days (120 hours) after the receipt of the mark/grade. Students will be informed of this process in advance so that they can begin to prepare a case should they feel it necessary, (it is believed that concerns about processes and procedures will already be evident to students).
2. Appeals should be made in writing to the Examinations Officer who will investigate the appeal in association with a member of the SLT and/or a subject specialist different from those staff originally involved. If the Examinations Officer was directly involved in the assessment in question or is not able to conduct the investigation for any other reason, she will appoint another member of staff of similar or greater seniority to conduct the investigation.
3. The person conducting the investigation will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and in-line with JCQ guidelines: <https://www.jcq.org.uk/exams-office/non-examination-assessments>
4. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.
5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation can alter the marks awarded for internally assessed work. That is outside the control of Talbot Heath School and is not covered by this procedure. It must be made clear to candidates that any centre assessed marks are subject to change through the moderation process. Details of the appeals procedure for the relevant awarding bodies are available from the Examinations Officer.

2. Enquiries About Results (EARs)

Each awarding body publishes procedures for appeals against its decisions. The Examinations Officer will make candidates aware of this before the relevant examinations series and offer advice to candidates about appeals. Appeals against a grade or a result of an external examination have to be processed by the school. The candidate should consult the Head of the relevant Faculty who can advise whether the school should support an EAR application, taking into consideration their knowledge of the examination system and professional judgement.

The candidate will be required to complete and sign a JCQ form to acknowledge that their grade may stand, be raised or lowered, and will be responsible for paying the relevant fee in the event that the grade does not change. The awarding bodies provide a priority enquiry service for Upper 6th students which is essential when a university place could be affected by a grade change.

Where the School does not support the candidate's desire to have a clerical check, review of marking, review of moderation or an appeal, it must bring the internal appeals procedure to the attention of the candidate and the relevant parents/carer(s). This will be a very rare instance.

Procedure:

1. Appeals should be made as soon as possible to avoid missing Awarding Body deadlines
2. The Exams' Officer will inform the candidate of Awarding Body deadlines (usually two weeks after A Level results for priority reviews and the last Thursday in September for non-priority reviews).
3. Appeals should be made in writing to the Examinations Officer who will investigate the appeal in association with the Deputy Head (Curriculum) and relevant subject staff. If the Deputy Head, or the Examinations Officer were directly involved in the teaching of the subject in question or is not able to conduct the investigation for any other reason, he/she will appoint another member of staff of similar or greater seniority to conduct the investigation.
4. The result of the investigation will be communicated to the Head of Centre, candidate and parents/carer(s) as soon as possible to enable a further appeal to the Head of Centre and processing of the relevant action if necessary.
5. If an appeal goes to the Head of Centre and is successful, the Exams' officer will process the request for review of marking etc as soon as possible.
6. If an appeal goes to the Head of Centre and is unsuccessful, no further action will be taken.

3. Appeals regarding centre decision relating to access arrangements and special consideration

This procedure confirms the school's compliance with JCQ's **General Regulations for Approved Centres** that the school will have in place and available for inspection a written internal appeals procedure which must cover appeals regarding centre decisions relating to access arrangements and special consideration

The School will:

1. Comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications Access Arrangements and Reasonable Adjustments and the guide to special consideration.

2. Ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced.

Access arrangements and reasonable adjustments

In accordance with the regulations, the school:

1. recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
2. complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments.

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates

Special consideration

Where the school has appropriate evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include the school's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted to the Headteacher within 5 working days of the decision being made known to the appellant.

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures. The appellant will be informed of the outcome of the appeal within 5 working days of the appeal being received and logged by the centre.

If the appeal is upheld, the school will proceed to implement the necessary arrangements/submit the necessary application.