

The Examination Appeals Procedure is managed by the Head Teacher who is Head of Centre and the Examinations Officer.

Should a candidate or parent/carer wish to make an appeal regarding the examination result of internally assessed work including controlled assessment work, they should make their appeal in writing, stating their complaint and the reasons for the appeal. Any appeal must be received by the Head of Centre no later than 5 days after the publication of the candidates' result.

Once the appeal has been received by the Head of Centre there will be an opportunity for the teacher concerned in making the assessment, which is the subject of the appeal, to see a copy of the appeal and to respond to this in writing, with a copy sent to the candidate.

The appeals procedure will allow the candidate to have an opportunity to have a personal hearing with the Head of Centre and the Teacher concerned if they are not happy with the written response they have received. Candidates and their carers will be given written notice of the hearing date. At the hearing there will be all relevant documentation to the appeal and the candidate will have an opportunity to present their case. The candidate can be accompanied by a parent/carer/friend if they wish. The teacher concerned will also have to opportunity to present their case.

The appeal panel who will hear the case will consist of four individuals one of whom will be the Head of Centre plus a senior member of staff and an independent person from the governing body. The Examinations Officer will also be present and make a written record of the meeting.

The outcome of the appeal will be made after the meeting and the reason for the outcome will be stated. The Head of Centre will notify the Candidate and where appropriate their parent/carer within 5 school days of the date of the hearing.

If there is any change to an internally assessed mark as a result of the appeal. The Awarding Body will be notified by the Head of Centre.

Review of Result

Review of results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Students and Parents may also request a review of result if they believe there are reasonable grounds for requesting.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not uphold a review of result, a candidate may apply to have an enquiry carried out. If a candidate requests this against the advice of subject staff, they will be charged.

Students will be requested to complete a form detailing the procedure for review of result and must give their written permission for the review of result to take place as the grade awarded may go up, down, or remain the same.

On receipt of the outcome of review of result the examinations officer will write to the candidate and detail the outcome.

Internal Assessment Appeals

Hurworth School is committed to ensuring that whenever their staff marks candidates' controlled assessments/coursework this is done fairly, consistently and in accordance with the awarding bodies' specification and subject specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Hurworth 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. Note: **An appeal may only be made against the assessment process and not against the marks submitted to the awarding body.**

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in a series (e.g. the last GCSE written paper in the June GCSE examination series)
2. Appeals must be made in writing by the candidate's parent/carer to the Examinations Officer, stating the title and code of the unit/module/examination and the grounds for the appeal
3. The Head of Centre will appoint a senior member of staff i.e. an Assistant Head Teacher or Deputy Head Teacher to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body specification and subject specific associated documents
5. 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
6. The outcome of the appeal will be made known to the Head Teacher 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 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 Hurworth School and is not covered by this procedure.