

ALLEYNE'S ACADEMY

STONE

EXAMINATIONS APPEAL PROCEDURE

January 2024

Alleyne's Academy - Appeals Procedure

Member of staff responsible:

Headteacher

Review Date: Annually

In accordance with the JCQ Code of Practice for the conduct of external qualifications produced by the QCA, Alleyne's Academy is committed to ensuring that:

- internal assessments/controlled assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specification;
- the consistency of internal assessment is secured through internal standardisation as set out by the Awarding Bodies;
- staff responsible for internal standardisation attend any compulsory training sessions.

NB *Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the AB must moderate the assessment and the final judgement on marks awarded is that of the AB. Appeals against matters outside the school's control will not be considered in the School's Appeals Procedure.*

Each Awarding Body publishes procedures for appeals against its decisions, details of which are available on their websites (under Post Results Services) or from Examinations Officers, Alleyne's Academy on request.

- In cases of Enquiries about Results, where Alleyne's Academy does not uphold a request for such an enquiry, the parent/carer may normally pay to have an enquiry carried out.
- Where the parent/carer wishes to challenge the decision not to hold an enquiry or subsequent appeal, a similar procedure to that mentioned below will be carried out.

Appeals may also be made to Alleyne's Academy regarding the procedures used in internal assessment, such as controlled assessment/coursework. **NB** the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement itself i.e. not the mark or grade. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the parent/carer may appeal to the Headteacher, who will put into action the agreed appeals process set out below. It is expected that it will be used only in exceptional circumstances.

1. The Head Teacher is in overall charge of managing appeals relating to internal assessments/controlled assessment.
2. If a candidate (via their Parent/Carer) wishes to appeal about his/her internal assessment/controlled assessment marks then the following procedures should be followed:

- The appeal should be made in writing to the Head Teacher stating the details of the complaint and the reasons for the appeal
 - The appeal should normally be submitted by 5th July for examinations in the summer series. [This deadline may be extended in exceptional circumstances where the coursework marking and moderation schedule extends beyond this time].
3. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing and a copy will be sent to the Parent/Carer.
4. If the parent/carer is not satisfied with the written response they have received then they can request a personal hearing before an appeals panel:
- The appeals panel will consist of the Head Teacher and two of the following Head of Year 11 Progress, Deputy Head- the Head of Department –the Examinations Officers.
 - The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal
 - The Parent/Carer will be given at least two days' notice of the hearing date
 - A breakdown of the marks awarded will be provided in advance of the appeal
 - The teacher(s) involved will be present at the hearing
 - The Headteacher will convey the outcome of an appeal and the reasons for that outcome in writing to the Parent/Carer
 - Alleyne's Academy will maintain a written record of all appeals
 - Alleyne's Academy will inform the Awarding Body (exam board) of any change to an internally assessed mark as a result of an appeal.
5. If the Parent/Carer remains unsatisfied, the case can be referred to the **Examinations Appeals Board (EAB)**. **NB** *This service applies where awarding bodies' normal enquiries and appeals procedures have been exhausted.*

The existence of this procedure is made known to students and their parents/carers by reference in [the Student Handbook]. A copy is available on the [school/college] website and on request from [the Examinations Officer].