



HULL COLLEGIATE SCHOOL

INTERNAL APPEALS - PUPILS

Hull Collegiate School seeks to implement this statement through adherence to the procedures set out in the rest of this document.

Hull Collegiate School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- ACCESS TO SCRIPTS (ATS)
- ENQUIRIES ABOUT RESULTS (EAR)

This document is reviewed annually by Mr S F Jolly and Miss R L Baldry or as events or legislation change requires. The next scheduled date for review is September 2017.

Policy Statement

It is hoped that all of our pupils are happy with their examination results, but we recognise that there are a very small number of cases where a result falls significantly below that expected. The procedures for investigating any concerns are outlined below.

Coursework and Internally Assessed Controlled Assessments

This is either a piece of coursework, controlled assessment, or internally assessed work that is marked by your subject teacher and is externally moderated or standardised by the awarding body.

Hull Collegiate School is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's 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. Hull Collegiate 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.

It is not possible to appeal against the mark or grade that has been given, but pupils/parents may appeal against the assessment process by which it has been awarded, if, for example, they believe that the pupil has been treated unfairly or that the specification criteria have not been applied correctly.

1. If you are unhappy with the mark you have been given for any reason, ask the teacher who gave you the mark to go through the work with you and explain how you could have obtained a better mark. You must do this within 7 days. Usually this is all that will be necessary.
2. If, however, you are still unhappy about your mark you must go to see the Subject Leader as quickly as possible to arrange for another teacher to mark the work.
3. In the unlikely event that you are still not satisfied your parents or carers must write to the Examinations Officer giving the reasons for the appeal. A panel will then be set up to look into your query. You and one parent or guardian will be invited to be present and will be given suitable notice. There will be two teachers on the panel who were not previously involved with your appeal.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's 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.

After candidates' work has been internally 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 Hull Collegiate School and is not covered by this procedure.

Public Examination Results and Externally Assessed Controlled Assessments

This is work that is sent away to be marked by the examination organisations, such as written exams and externally marked controlled assessments.

➤ **A and AS Level candidates**

You can request a photocopy of your script to look at with your subject teacher to see whether it is worth proceeding with a re-mark. This must be done within 7 days of the official publication of the results. A photocopied script is a cheaper alternative to a review of marking.

If a University place is at stake, and you and your subject teacher(s) feel that the mark was not of your usual standard, you should order a **priority review of marking** before the deadline.

➤ **GCSE Pupils**

Some of the awarding bodies will be offering a photocopy service for the Summer 2017 exams. Please check with the exams officer to see whether this option is available for the subject in which you have a result enquiry. You can have your work re-marked if you are convinced that the mark does not reflect your past performances.

All applications of re-marking must be approved by the Head of Faculty before the exams officer is able to proceed with your request. They will check the grade boundaries to see what the likelihood is of your grade going down following a review of marking.

All requests for re-marking must be made through the exams officer by the deadline. It may take as long as 30 calendar days to get the outcome of the review of marking.

All candidates must be aware that the grade can go down, stay the same or go up. It nearly always stays the same because very few re-marks result in more than 2 or 3 extra marks and may result in fewer. If your grade goes down, then you cannot ask for your original grade back. The new grade stands and no further appeal is possible.

When requesting a review of marking, you and your parents must complete and sign an Appeals Request form confirming that you understand all these warnings. These forms are kept with the exams officer. An appeal cannot be processed unless the school has received a completed form. Please note that there are deadlines for submitting re-mark requests to the awarding bodies.

Re-marks are expensive and, unless the grade changes, you have to pay the fee. Details of Post Results Fees can be found on the examination organisations websites.

This policy applies to all members of our school community, including those in our Early Years setting