



## **HULL COLLEGIATE SCHOOL**

### **INTERNAL APPEALS PROCEDURES – 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 A Norburn and Miss R L Baldry or as events or legislation change requires. The next scheduled date for review is September 2018.

## **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. The school will provide you with copies of the materials involved in your assessment should you request them.
3. If, however, you are still unhappy about your mark you must speak to the Subject Leader as quickly as possible to arrange for another teacher to mark the work.
4. Any requests to review your marks must be made in writing and submitted to the exams officer. Candidates need to understand that the marks can go down, stay the same or go up.
5. Hull Collegiate School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
6. Hull Collegiate School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

7. The candidate will be informed in writing of the outcome of the review of the centre's marking.
8. The outcome of the review of the centre's marking will be made known to the head of centre. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

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.

### **External 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.

1. Pupil/parents must raise any issue regarding results with the relevant Subject Leader. He/she should check the marks awarded and compare them with, mock examination results, predicted grades or other test results and also how close they came to the grade boundaries.
2. Pupils who have received their A or AS Level results may request a photocopy of a script(s) in order to see whether an appeal is warranted, but this must be requested within seven days of the publication of the results. Some awarding bodies will also be offering this service to GCSE courses in the future. Please check with the exams officer as to whether this option is available for your subject. All pupils may request their original scripts for their own use provided the requests are lodged before the JCQ deadline for that examination series. Please be aware that no appeal can be lodged once the original scripts have been returned.
3. 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.
4. There are two services available for candidates to raise concerns about their result. These enquiries about results (EARs) services are:
  - Service 1 – clerical re-check
  - Service 2 – review of marking
5. Any candidate wishing to make a request for one of these services must complete an appeals form before the JCQ deadline and submit the completed form to the exams officer. It may take a further 30 calendar days for the outcome of the appeal to be known and in the interim period the original result will stand. The new result replaces the original

one, regardless of the outcome, and no further appeal is permitted under the regulations. A fee will be payable *unless* the appeal has resulted in a change of grade. Details of post results fees can be found on the awarding organisations websites.

6. 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.
7. 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.

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