

Appeals Procedure

(Internal Assessment of Work for External Qualifications)

Internally Assessed Components for External Qualifications are conducted in accordance with the Awarding Body regulations for the subject specification of the qualification concerned, together with the School Policy and Procedures regarding Internally Assessed Components for External Qualifications and the appropriate Departmental Policy and Procedures regarding Internally Assessed Components for External Qualifications. Copies of these policies are available on request.

If a student feels that requirements, policies and procedures may not have been followed in relation to the assessment of their work, they may use the Appeals Procedure outlined below. Appeals may be made regarding the process, which led to the award of the mark, or to the mark awarded, or both.

Appeals Procedure

1. Candidates will receive their marks in internally assessed components once authentication statements have been signed and all marking and internal moderation procedures have been completed. Marks will be given to students before the appeals window opens or in some cases much earlier.
2. Appeals can only be made by the student and will only be accepted via the student emailing coursewapp@hollygirt.notts.sch.uk using their Hollygirt email account.

This should be done during the following four day appeals windows:

Statistics; Media (AQA)	Monday 23rd April to Thursday 26th April 2018
English; Media (OCR), Food; Music	Monday 30th April to Thursday 3rd May 2018
Art	Monday 14th May to Thursday 17th May 2018

3. Appeals (using the route in paragraph 2 above) should give full details of the grounds for the appeal and clearly indicate whether the appeal is in relation to the mark awarded or the process which led to that mark being awarded, or both. It is not possible to operate a staged process of first appealing one aspect and then in the event that the appeal is not successful appealing the other.
4. Hollygirt School will make a charge of £50 to cover the cost of administration incurred for dealing with each appeal. Requesting an appeal constitutes an acceptance of the charge. The £50 fee will be refunded in the event that the appeal is successful. The appeal procedure will only begin on receipt of the £50 fee. This fee needs to be paid within the appeals window to allow sufficient time for review of marking. The £50 fee can be paid via BACS through the bursar or by cheque or cash via the Examinations Officer. If paying via BACS the payment needs to be headed APPEAL FEE so the Examinations Officer can be alerted to start the appeal process.
5. Candidates are advised that as with Ofqual requirements for an enquiry about results on written papers, as a result of an appeal of the mark for a coursework/controlled assessment component (i) the mark may be lowered as well as raised and (ii) if the original mark is considered reasonable in the view of the reviewer, it must stand.
6. Candidates must also be aware that internally assessed work for external qualifications is moderated by the awarding body to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. This is outside the control of Hollygirt School and is not covered by this procedure. Students cannot request a 'review of marking' from the examination boards for coursework based units on receipt of their results.

7. All appeals will be administered by the Examinations Officer.
8. Where the appeal relates to the mark awarded, the Examinations Officer will liaise with the Head of Department in the subject concerned. In the first instance, a review of the mark awarded will be carried out either by a member of staff with appropriate competence who has had no previous involvement in the initial assessment and has no personal interest in the review or an external assessor of comparable competence.
9. In the event that there is no member of staff with appropriate competence who has not had involvement with the initial assessment available, Hollygirt School will liaise with the Head of Department in the subject concerned to identify a reviewer with appropriate competence at another centre. In both cases, the reviewer will ensure that the candidate's mark is consistent with the standard set by the centre.
10. Where the appeal relates to the process, the Examinations Officer will conduct the investigation, reviewing the process used in the department for internal assessment and decide whether it conformed to the requirements of JCQ, the awarding body, and the college and Departmental Policies and Procedures regarding Internal Assessment of components for External Qualifications.
11. The Examinations Officer (via the appeals email) will report the outcome of the appeal to the candidate as soon as practicable and normally within 5 working days of the appeal being lodged.
12. Where an appeal relating to the mark awarded is upheld, the candidate and awarding body will be informed of the new mark (which could be lower, the same or higher and cannot be re-appealed).
13. The outcome of the appeal will be made known to the Headmistress, and a written record of the appeal kept and made available to the awarding body at their request.
14. In the event that the Examinations Officer is unable to administer an appeal or conduct an investigation into process, the Deputy Head will undertake these duties.
15. There is no further right of appeal, but in the event that a candidate has concerns about any aspect of the conduct of the appeal, he/she must raise these with the Headmistress who will investigate as appropriate under the college Complaints Procedure.

Mrs Hutley
Headmistress
March 2018

Related Policies:

1. GCSE Controlled Assessment Policy
2. Non-Examination Assessment Policy
3. Complaints Procedure