

Westfield Arts College

Exam Appeal Policy

Reviewed by committee	5th February 21	Policy type: Statutory
Adopted by Governing Body	8th February 21	Review cycle: Three Years
Date for next review	Autumn 2023	Signed by Chair: 

WESTFIELD ARTS COLLEGE

INTERNAL AND EXTERNAL APPEALS AGAINST CONTROLLED ASSESSMENT OR COURSEWORK MARKING POLICY

Some GCSE, GCE and Principal Learning courses will include some elements of work which will be assessed through coursework or one or more controlled assessments. These units of work may be assessed in two ways:

INTERNALLY – by the subject teacher and department, i.e. centre assessed work. Work will be marked by a course teacher or another member of the departmental staff. When two or more members of staff mark work for the same assessment, it must be standardised and a rank order of all the students drawn up. Once this has been completed, a sample of the marked work will be sent to an external moderator appointed by the awarding body who will check the quality of the marking procedures. At this point the moderator can amend the original centre marking if necessary. It should be noted that marks may be adjusted up as well as down.

EXTERNALLY – by an awarding body appointed moderator. In this case the subject teacher will play no part in assessing the work.

It is important to understand the marking criteria and procedures used for each controlled assessment or coursework unit should it be decided to appeal against the way in which work has been assessed.

INTERNAL POLICY FOR MODERATION OF CENTRE ASSESSED WORK

- Subject Leaders will provide students with details of all internally set dates on which controlled assessments are to be taken or by which coursework units have to be completed. Students should be aware that failure to attend a controlled assessment or complete a piece of coursework by the deadline will result in no marks being awarded. Whenever possible, any student missing an assessment should see the Subject Leader as soon as possible to arrange an alternative time to complete the work.

NB - it may not always be possible to arrange this for those controlled assessments which are set with a high degree of control.

- Subject leaders will ensure that all controlled assessments or coursework units which are marked by centre staff are subject to internal moderation. Subject Leaders must have agreed the marking procedures with colleagues and discuss all marked work to ensure consistent marking standards have been applied to all students taking the assessment regardless of which member of staff marks the work. This may involve a sample of each teacher's work being remarked by a colleague.
- For any subject taught across more than one centre as part of a Consortium, eg Diploma principal learning, internal moderation of the work will take place between all involved centres. This will ensure all work within a Consortium is marked to a consistent standard across all teaching staff in all involved centres.

Once marking has been completed the awarding body will ask the centre to send all or a sample of the marked work for further moderation. In this way a students' work may be assessed three times to ensure all marking is accurate, fair and consistent.

- For GCSE and GCE subjects taught solely on one site, internal departmental moderation will take place on agreed moderation days.
- Marks will be issued to students once moderation has taken place. This is the first possible time when a student can make a formal appeal against the method of marking of their work. This is **Stage One**. An appeal can only be made at this time on the basis that when marks are released, the student is aware that they remain subject to external moderation and therefore, may be raised or lowered as a result of the appeal.

EXTERNALLY ASSESSED UNITS

- Final marks will be made known on results day. This is **Stage Two**.
- There are two occasions when students can raise concerns which may or may not result in an appeal, at Stage One and Stage Two above. At Stage One students should follow procedure A, given overleaf, and at Stage Two, the concern will be treated as an *Enquiry About Results* (clerical checks, review of marking and review of moderation) and follow procedure B. Full details of the Enquiries about Results services are given in [Jcq.org.uk/exams-office/post-results-services/](https://www.jcq.org.uk/exams-office/post-results-services/)
- Students may also wish to raise an *Enquiry about Results* for any mark awarded following the release of results on results day. Procedure B should be followed in these cases. It is advisable to discuss the matter with the Subject Leader before requesting an *Enquiry about Results*.

Any queries or questions should be discussed with the Exams Officer, subject leader or a member of the Senior Leadership team should you require any further information or clarification of these procedures.

PROCEDURE A

Appeals procedure for students, following the issue of centre assessed marks

Important: *the appeal applies only to the procedures used in arriving at internal and controlled assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade, only the procedures used.*

Contact the subject leader immediately in person to discuss how the mark has been attained and raise any concerns. (This discussion does **not** form part of the formal appeals procedure.)

Following discussions, if concerns cannot be resolved, the student should lodge an appeal in writing, within five working days of the issue of marks, to the Deputy Head. This appeal should be in writing clearly stating the reasons for the appeal. It should be signed and dated by the student.

Upon receipt of a written appeal the Deputy Head will provide a copy of the appeal to the Subject Leader who conducted the assessment, and request from them a written response within three working days to the concerns raised.

On receipt of the subject leader's response, the Deputy Head will carry out a review of the student's appeal and subsequent comments by the Subject Leader and then respond in writing to the student within five working days of receipt of the formal appeal by the student.

Should the student be dissatisfied with this written response, the student may then request a personal hearing. The panel for this hearing will comprise a member of the school's Senior Leadership Team and a School Governor, neither of whom have previously been involved with the student's appeal. The student will be informed of the date of the hearing and given at least three days notice. The student will be provided with a copy of all relevant documentation (eg the marks given, the assessment marking criteria). The student will be allowed to be accompanied by a parent/guardian/carers or friend and can present their own case. The subject leader and student will have the opportunity to hear each other's submission to the panel at the hearing.

The decision from the hearing will be made in writing to the candidate within two days of the date of the hearing. This decision is final.

A written record of all appeals will be kept by the school and maintained by the Exams Officer. The Exams Officer will inform the Awarding Examination Body should there be any change to an internally assessed mark as a result of any appeal.

PROCEDURE B

Appeals procedure for students, following the issue of marks, after an Enquiry about

Contact the subject leader as soon as possible, but no later than 3 days before the published deadline for *Enquiries about Results*, in person to discuss the mark and raise concerns. The Exams Officer will advise on the options available to query the mark and the costs involved.

Results

The Subject Leader should review the student's marks and discuss with them the best way forward taking into account the break down of marks and grade boundaries and the students predicted grades. If the Subject Leader agrees to support the enquiry, the procedure in **item (3)** below should be followed. If the appeal is not supported by the Subject Leader, the student should adopt the procedure in **item (4)** below.

Students should be aware that *Enquiries about Results* can result in marks being raised, confirmed or lowered. Students will be required to sign a consent form to confirm they fully understand the consequence of an enquiry.

A student may appeal against the decision not to support an *Enquiries about Results*. Appeals should be made in writing to the Head Teacher no later than five working days before the deadline for *Enquiries about Results*. The appeal should be in writing stating the details of the complaint and the reasons for the appeal. The appeal should be signed and dated and include a daytime contact telephone number for the student. This information will be reviewed by the Deputy Head and the outcome of the appeal will be communicated by telephone where possible or 1st class post within 48 hours of receipt by the Deputy Head. This decision is final.

Item (4) If the school does not support the enquiry, the student still has the right to proceed, however, all costs involved will be required to be paid by the student at the time the enquiry is made. No enquiry will be made until the appropriate fees are paid. Requests for appeals should be made in person to the Exams Officer before the published deadline for *Enquiries about Results*. If the enquiry is successful, all fees will be refunded to the student.

Item (3) If the Subject Leader agrees that the school supports an enquiry, the request together with the students consent form should be made to the Exams Officer before the published deadline for *Enquires about Results*. The cost of the enquiry will be met from the departmental budget. If the enquiry is successful, the fee will be refunded.

The outcome of all *Enquiries about Results* will be made in writing by the Exams Officer to the student within 24 hours of receipt from the appropriate Awarding Body.