

## WEST KIRBY GRAMMAR SCHOOL

### EXAMINATIONS APPEALS PROCEDURES

#### APPEALS AGAINST INTERNAL ASSESSMENT FOR EXTERNAL QUALIFICATIONS

West Kirby Grammar School is committed to ensuring that whenever its staff assess students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assessed by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

This procedure is available from the School Office, the Examinations Officer or the Headteacher.

1. Appeals should be made as soon as possible and must be made at least two weeks before the end of the last externally assessed paper in the examination series. (So the appeal must be made before a date in mid-June for the summer series as presently timetabled.)
2. Appeals should be made in writing to the Headteacher who will investigate the appeal. If the Headteacher was directly involved in the assessment in question she will appoint a Deputy Headteacher to conduct the investigation. If the Headteacher is not able to conduct the investigation for some other reason she will appoint a Deputy Headteacher to conduct the investigation.
3. The Headteacher or Deputy Headteacher will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series. (Currently the end of June for the summer series.)
4. The student will be informed in writing of the outcome of the appeal including any correspondence with the board, any changes made to the assessment of the work and any changes made to improve matters in the future.
5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body (Examinations Board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of West Kirby Grammar School and is not covered by this procedure. If the student, or the parent of the student, has concerns about it please ask the Examinations Officer or Headteacher for a copy of the appeals procedure of the relevant Examinations Board.

## Enquiries About Results

### A statement about the centre's appeals process relating to enquiries about results

After the release of examination results, a candidate has the right to apply to the awarding body, through the centre, for a review of their result if they consider the grade to be too low. This can take the form of a clerical check or a full re-mark of an examination paper or papers. This review is termed an Enquiry About Results (EAR) and is applied for by the centre on behalf of the candidate. Candidates should be aware that this process may result in a lowering of the grade awarded. This procedure has a short deadline (September 20th for the main results day) and therefore any requests must be carried out quickly within the strict deadlines outlined below.

West Kirby Grammar School advises any candidate who has concerns about a grade awarded for a subject to come and talk their concern through with the Examinations Officer within two calendar weeks of the issue of results. Following this discussion the centre will immediately apply for a review if this is considered appropriate and **we would expect to support you in most cases**. If, however, the centre does not consider a review appropriate, the candidate will be informed of this decision within three working days. If the candidate still wishes to proceed with a request for a review, the following procedure will apply:

- The candidate should appeal against the decision within two days;
- The centre will then arrange a meeting within three days with the candidate and their parent / carer, the subject teacher concerned, the examinations officer and the head of centre or her representative from the senior staff;
- The candidate and their parent / carer will be able to present their reasons for asking for the review at this meeting;
- The head of centre or her representative will make a final decision on whether the appeal should go ahead, and will inform the candidate and their parent / carer verbally, then in writing, of the decision;
- If the final decision is to proceed with the request for a review, the examinations officer will carry this out to meet the appropriate deadline.