



# Beamont Collegiate Academy

## **INTERNAL APPEALS POLICY**

Date approved by the Governing Body	13.03.17
Signature of Chair to the Governing Body	L Waterson
Signature of Executive Principal	A Moorcroft
Date of Review	25.06.18
Date of review	14.10.19
Date of next review	Autumn 2020

Beamont Collegiate Academy is committed to ensuring that whenever the work of its pupils is assessed for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned and the guideline provided by JCQ.

The academy will ensure that:

- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.
- Assessment evidence submitted by pupils is produced and authenticated according to the requirements of the relevant subject specification
- Consistency of internal assessment will be achieved through internal standardisation
- Teachers responsible for assessment of pupils' work and/or internal standardisation will attend compulsory training sessions.
- Pupils will be advised to speak to their subject teacher, HOD or tutor if, at any stage during their examination courses they have concerns about the procedures used in assessing internally-marked components (eg: coursework, portfolio or performance) of external examinations.
- 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

This purpose of this policy is to:

- ensure that teachers and pupils are aware of the appeals procedure in relation to internally assessed coursework marks
- ensure that pupils in the academy are not disadvantaged by decisions taken outside of the centre.

This policy complies with JCQ's 2016/17 *General Regulations*

Teachers and managers must read the JCQ guidance on 'Internal appeals' in conjunction with this policy.

### **Appeals procedure against internally assessed marks.**

The appeals process can only be made against the assessment process and not against the mark to be submitted to the awarding body. After a pupils' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of Beamont Collegiate Academy and is not covered by this procedure.

- The procedure published by each awarding body will be adopted and adhered to by the Academy
- Teachers, pupils and their parents/carers will be informed of these procedures by the school's Examinations Officer
- Appeals will be considered by the school regarding the procedures used in internal assessment but not related to the marks or grades submitted to the awarding body for its moderation.

### **Appeals procedure – internally assessed marks**

1. The Examinations Officer must be contacted by a pupil or parent/carer as soon as possible to discuss the possibility of an appeal. This must be done prior to the submission of centre marks to the awarding body. The Examinations Officer will inform the Vice Principal, who will in turn inform the Head of Centre (Principal).
2. If a pupil or parent/carer then wishes the appeal to be taken further, they must forward written notification (using the appeals form) to the academy no later than two weeks before the date of the last external examination in the subject concerned.
3. On receipt of written notification to appeal, an enquiry into the internal assessment will be conducted by the Vice Principal. (or other member of the Senior Team if the Vice Principal is involved in the appeal for that subject) The enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the awarding body. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification.
4. The pupil and his/her parent/carer (appellant) will be informed in writing of the outcome of the appeal, including details of any relevant communication with the awarding body and the steps taken to protect further the interests of the pupils.
5. The relevant Head of Department, Senior Line Manager and Principal will receive a written report outlining the investigation and its outcome, together with guidance and/or instruction to prevent such a situation arising again.
6. The outcome of the appeal will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

### **Appeals procedure to support an enquiry about results**

Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer. The deadline date for the EARs procedure will be issued to HOD and Senior Leaders at the start of the new academic year.

The service, enquiries about results (EARs), may be requested by centre staff or candidates (or their parents/carers). If a query is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre's expense.

### **Appeals procedure against centre decisions not to support an enquiry about results**

1. When the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf

2. If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

### **Appeals procedure following the outcome of an enquiry about results**

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications '*Post-results services* and *A guide to the awarding bodies' appeals processes*

Where the Head of Centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the Head of Centre. Following this, the Head of Centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within **10 calendar days** of the notification of the outcome of the enquiry. Subject to the Head of Centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

# Internal appeals form



Beamont Collegiate  
Academy

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- internally assessed marks**
- the centre decision not to support an enquiry about results**
- the outcome of an enquiry about results**

<b>Name of person making the appeal (Appellant)</b>			
<b>Candidate name</b>			
<b>Awarding body</b>		<b>Exam code</b>	<b>paper</b>
<b>Subject</b>		<b>Exam paper title</b>	
Please state the grounds for your appeal below:			
<b>Appeal against internally assessed marks</b>			
<b>Appellant declaration</b>			
By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.			
<b>Signature:</b>		<b>Date of signature:</b>	
<b>Appeal against the centre decision not to support an enquiry about results</b>			
<b>Appellant declaration</b>			
By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.			
<b>Signature:</b>		<b>Date of signature:</b>	

### Appeal against the outcome of an enquiry about results

#### Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date of signature:

The appellant declaration against the relevant appeal must be signed, dated and returned to the Examinations Officer, on behalf of the Head of Centre, to the timescale indicated in the internal appeals procedure.

The internal appeals procedures for this centre have been produced to demonstrate compliance with the publications below.

**JCQ General Regulations for approved centres** <http://www.jcq.org.uk/exams-office/general-regulations>

#### Controlled Assessments, Coursework and Portfolios of Evidence

5.8 The centre agrees to have in place, and be available for inspection purposes, a **written** internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are made widely available and accessible to all candidates; (A centre may place its internal appeals procedure on the school/college website or alternatively, the document may be made available to candidates upon request.)

#### Post-Results Services and Appeals

##### 5.14 The centre agrees to

have available for inspection purposes and draw to the attention of candidates and their parents/carers, a **written** internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an enquiry about results or an appeal; (A centre may place its internal appeals procedure on the school/college website or alternatively the document may be made available to candidates upon request.)

**JCQ Post-results services** <http://www.jcq.org.uk/exams-office/post-results-services>

#### 6.4 Submission of requests

Centres **must** have in place a published formal appeals procedure for use in cases where centres and candidates, or their parents/carers, cannot agree as to whether an enquiry about results should be submitted. The formal appeals procedure **must** be made widely available. Centres **must** therefore draw the appeals procedure to the attention of candidates and their parents/carers. In deciding whether to support an enquiry about results, centres should take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views. **Awarding bodies can only enter into discussions over enquiries about results with centres and private candidates.**

#### 1. Appeals

Centres **must** have in place a published formal appeals procedure for use in cases where centres and candidates, or their parents/carers, cannot agree as to whether an appeal should be submitted to the relevant awarding body. The formal appeals procedure **must** be made widely available. Centres **must** therefore draw the appeals procedure to the attention of candidates and their parents/carers. In deciding whether to support an appeal, centres should take account of all relevant factors and afford candidates

or their parents/carers a reasonable opportunity to express their views. **Awarding bodies can only enter into discussions over appeals with centres and private candidates.**

**However** in summer 2016, JCQ issued the following information in their [Notice to Centres – Post-Results Services and Appeals](#)

The JCQ publication Post-Results Services – Information and guidance to centres for examinations taken in June 2016 and November 2016 sets out common arrangements. Although the published information remains valid for the June 2016 examination series, this supplementary document clarifies some key points associated with the reform of post-results services and appeals.

Centres should also refer to awarding bodies' websites for further information as awarding bodies may offer additional post-results services.

**JCQ A guide to the awarding bodies' appeals processes** <http://www.jcq.org.uk/exams-office/appeals>

12. Please note that internal candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the head of centre where the candidate was entered or registered. The head of centre's decision as to whether to proceed with an appeal is subject to the centre's internal appeals arrangements.

**Ofqual GCSE, GCE, Principal Learning and Project Code of Practice**

<https://www.gov.uk/government/publications/gcse-gce-principal-learning-and-project-code-of-practice>

9.13 The awarding organisation must require centres offering its examinations to ensure that they have in place:

iii.a formal, codified procedure for handling disputes when a candidate or carer disagrees with a decision by the centre not to support an enquiry.

Centres must be required to ensure that the procedures are published and made widely available and accessible to all candidates and their carers.

9.14 In deciding whether to support an enquiry or appeal, centres should take account of all relevant factors and afford candidates or their carers a reasonable opportunity to express their views.

**However** in summer 2016, JCQ issued the following information in the [Notice to Centres – Post-Results Services and Appeals](#)

Ofqual has announced that the Code of Practice in relation to GCE AS, A-level and GCSE qualifications will be withdrawn in August 2016, being replaced by Qualification Level Conditions. Centres may, however, continue to refer to the Code of Practice for the awarding bodies' provision of post-results services and appeals, June 2016 examination series.

Arrangements for the awarding bodies' provision of post-results services and appeals, November 2016 examination series, may be subject to change. Centres will be notified of any changes in due course.

**Appellants should consult the full information in the above publications to be fully informed when stating their grounds for appeal.**

Further information can be obtained from:

**Appeal an exam result** <https://www.gov.uk/appeal-exam-result>

**The Appeals Process** <http://www.jcq.org.uk/examination-system/the-appeals-process>

With regard to the BCS qualification – ECDL (ICT). If the Centre is not able to resolve an appeal, the Learner has the right to submit an appeal directly to BCS within 20 days of the actual assessment. This will also incur a fee of £10 which is refundable if the learners results improve following the appeal" <http://www.bcs.org/category/14424>