

Internal Appeals Procedure

Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal.

This procedure confirms Bournville School's compliance with JCQ's General Regulations for Approved Centres 2021 - 2022, section 5.13 that the centre has in place " a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal..."

Following the issue of results, awarding bodies make post-results service available. Candidates wishing to request post results services must return the relevant form, along with payment to the Exams Office. Information about post results services, including fees and deadlines (which must be strictly adhered to) will be available from the Exams Offices around results time.

APPEALS AGAINST EXTERNAL ASSESSMENT OF WORK

In the event of a student wishing to appeal against any external examination mark, the same procedure should be followed as for internal appeals. If the school does not support the appeal, the student will be asked to fund the remark themselves. Students should be aware that grades may go down as well as up on appeal.

Review of Results (RoRs) offers three services.

- 1) Service 1 – clerical re-check
- 2) Service 2 – review of marking
- 3) Service 3 – review of moderation (this service is not available to an individual candidate)

ENQUIRIES ABOUT REVIEW OF RESULTS (RoRs)

Enquiries about Results (ROR) fees are set independently by each Awarding Body. If as a result of a review the marks are amended, the review fee will not be charged. If a subject teacher requests any of the above services and the marks are not changed, then the school will pay the required fees. If a candidate requests any of the above services, the subject teacher will be consulted. If the subject teacher agrees that an RoR should be requested, then the school will pay the fees. However, if the subject teacher does not agree that an ROR should be requested, the student will be required to pay the fees **before** the RoR is requested. If the RoR results in a change of grade, the fee paid will be refunded.

Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal because they believe that there are grounds to appeal against the school's decision not to support a review, an internal appeal can be submitted to the school in writing at least 15 working days prior to the internal deadline for submitting a RoR (the deadline must be requested in writing from the Exams Officer to avoid the possibility of miscommunication).

The appellant will be informed of the outcome of his/her appeal before the internal deadline for Submitting a RoR.

Following the RoR outcome, an external appeals process is available if the Headteacher remains dissatisfied with the outcome and believes that there are grounds for appeal. The JCQ publications Post Results Service and JCQ Appeals Booklet (A guide to the awarding bodies' appeal processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Date document reviewed – September 2021

Date next review due – September 2022