



***Alder Grange School
Examination Entries – Internal
Appeals Procedures
October 2023***

Last Reviewed: October 2023

Last Approved by Jo Griffiths

Next Review Date: October 2024

Person responsible for the monitoring, evaluation and implementation of this document:

Exam Officer

RATIONALE:

In accordance with the General Regulations for approved centres produced by the JCQ, Alder Grange is committed to ensuring that:

- Staff who conduct internal assessments for external qualifications have appropriate knowledge, understanding and skills and do so fairly, consistently and in accordance with the specification for the appropriate qualification.
- Assessment evidence produced by candidates is produced and authenticated according to the requirements of the exam board.
- Consistency of internal assessment is assured through internal standardisation where assessment is undertaken by more than one member of staff.
- Pupils accused of malpractice are given the right of appeal.
- Post results services are available to candidates and they have the right to appeal a decision not to apply for them.
- Access arrangements and special consideration are applied for whenever candidates are eligible and candidates have a right to appeal the decision not to apply.

PURPOSES:

Our Values and Aims Statement lays emphasis on delivering the highest level of academic attainment possible for every pupil/student. It is an essential element in fulfilling this ambition that all are treated fairly and that robust arrangements exist to ensure this, and to test the system via a robust appeals procedure when necessary.

Internal assessment decisions

1. Alder Grange School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body. Subject teachers will inform candidates of the deadline to request a review.
2. Alder Grange School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Alder Grange School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Alder Grange School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing before the deadline set by the centre. Requests after the deadline cannot be accepted.

6. Alder Grange School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Alder Grange School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Alder Grange School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking 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 review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Alder Grange School and is not covered by this procedure. The mark submitted to the Awarding Body is subject to change by them and should therefore be considered provisional.

Post-results services and appeals

Enquiries about Results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking at the expense of the centre or Curriculum. This is only usually funded by the centre if it is for a review in English or Maths GCSE where a candidate is very close to the threshold for a grade 4 as a successful review of marking would mean that students do not need to continue to study these subjects.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out at their own expense. If the centre advises against an EAR, candidates will be advised of the reason for this and candidates may be asked to confirm in writing that they wish to continue against centre advice as grades can go down as well as up.

Candidate written consent is required before any post-results services are applied for.

Access to Scripts

After the release of results, candidates may ask subject staff to request the return of papers at their expense within Awarding Body deadlines.

Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained in advance of an application.

Reviews of marking cannot be applied for once a script has been returned unless the priority access to script to inform a review of marking service has been requested.

Appeals

Following a review of marking, if the candidate or centre remains dissatisfied, an appeal can be lodged with the exam board. Requests for appeals and evidence in support must be received by the Exam Officer within 3 weeks of receiving the result of the review of marking. If a parent wishes to request an appeal and the Centre does not support this, they have the right to request a hearing to present their case by notifying the Exam Officer in writing, with evidence in support of an appeal, within 2 weeks of notification of the result of the review of marking. The Exam Boards charge for appeals and parents will be expected to meet the cost of the appeal.

Access Arrangements and special consideration

Alder Grange School will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

Access arrangements and reasonable adjustments

In accordance with the regulations, Alder Grange School

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence

- charging a fee for providing reasonable adjustments to disabled candidates AARA (Importance of these regulations)
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Special consideration

Where Alder Grange School can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

It is the responsibility of parents and candidates to make the Exam Officer aware of any circumstances that may make them eligible for special consideration.

Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include Alder Grange's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where Alder Grange School makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted to the Exam Officer
- The written request, giving reasons for disagreement with the decision should be received within two weeks of notification of the decision.

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within two weeks of submission of an appeal. If the appeal is upheld, Alder Grange School will implement the necessary arrangements/submit the necessary application.