

GCSE and BTEC Examinations Policy

Appendix I

Arrangements for Internal Appeals against Internal Assessment Decisions and Enquiries about External Results for GCSE and BTEC Examinations

In order to comply with the Code of Practice covering GCSE and other Awards, the following arrangements have been made for appeals. These procedures cover concerns about internal assessment procedures and how any dispute will be handled from a candidate and parents when the Centre decides not to support an enquiry about a result which would have been raised with an awarding body.

- Candidates and parents are advised not to contact the awarding body directly.
- Where candidates are advised of internally assessed marks it must be stipulated the marks are subject to external moderation. The Data Protection Act 1998 entitles candidates to request access to Centre marks. However, given the misunderstanding that could arise, the marks are treated as confidential until after the moderation process has been completed and final marks have been reported. At this stage the Centre will have all the information needed to advise candidates and parents fully.
- Candidates and parents should contact the School's Examination Officer, who will manage the appeals process and be responsible for disseminating information to all candidates about the appeals procedure and for informing the Head of Centre (the Principal) about the existence and outcome of all such appeals.
- When results are issued each candidate will be given details of all post results services offered by awarding bodies and associated fees which candidates will be asked to pay covering re-marks and access to scripts (including deadlines).

With respect to internal assessed decisions, the following will apply.

Stage 1

- Appeals to the School's Examination Officer should be in writing, stating the details of the dispute and the reasons for the appeal. The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves i.e. an appeal cannot be made against the mark or grade, only the procedures used.
- To allow sufficient time to complete the appeal process and meet Board deadlines in the event of a change of grade, appeals should be submitted within one week of the results publication date.
- The teacher concerned in making the assessment will be given the opportunity to see a copy of the appeal and respond to this in writing, with a copy being sent to the candidate. Endeavour will be made to respond to written appeals within one week.

Stage 2

- If the candidate is unhappy with the written response they will have the opportunity for a personal hearing conducted by the Head of Centre (the Principal), or the Deputy Headteacher responsible for Curriculum, and another member of staff who has not previously dealt with the appeal.
- The candidate will be given reasonable notice of the hearing date, aiming to conduct the hearing within one week. The candidate will be given access to all the relevant documents in advance of the hearing. Where a candidate is presenting their own case they may be accompanied by a (single) friend.
- Both the teacher and the candidate will have the opportunity to hear each other's submission at the hearing.

The Centre will maintain a written record of all appeals, including the outcome and reasons for decisions. The Examination Officer will send a copy of the final outcome to the candidate and parents within one week of the hearing. The Centre will also inform the Awarding Body if there is any change to an internally assessed mark as a result of an appeal.

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