



**The Watford UTC**  
**Internal Appeals Policy & Procedures**  
**2016-2017**

This policy is reviewed annually to ensure compliance with current regulations

## Internal Appeals Policy - External Examinations and Qualifications

### 1. Policy on Internal Assessments for External Qualifications

Watford UTC is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned
- The consistency of internal assessment will be maintained by internal moderation and standardisation
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

#### Student Concerns

If a student has any concerns about the procedures used in assessing their internally assessed work for public exams i.e. coursework/portfolios, s/he should discuss the matter with the Subject Leader immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

**N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body**

#### Written Appeals Procedure

- The student, parent or carer of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises.
- The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series.
- Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series).

**Appeals should be made in writing using the Internal Appeals Form (at the end of the policy)**

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Leadership Team and a Subject Leader not involved in the internal assessment decision.

This enquiry will consider whether the process used for the internal assessment conformed to the published requirement of the Awarding Body and the ACCAC Code of Practice.

The outcome of the appeal will be reported in writing to the student, parent or carer [including relevant correspondence with the Awarding Body] before public exam results day for the award.

A written record of the appeal and the outcome will be kept on file at the 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.

After candidates' 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 Watford UTC and is not covered by this procedure.

## **2. Policy on External Assessments for External Qualifications**

**\*There is an externally set deadline for Enquiries about Results (hereby referred to as EARs) set by awarding bodies for each season. This will be publicised to the candidates before each season. The target for completion is within 20 calendar days of the awarding body receiving the request.**

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

1. Contact the Examinations Officer in writing either by email or letter as soon as possible (but at least 5 working days before the published deadline for EARs\*). The Examinations Officer will forward the query to the subject teacher and advise on the options available to query the mark/grade and the costs involved.
2. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer. The procedure is outlined in the Student examinations handbook.
3. The subject teacher will review the student's marks/grades and discuss with the Subject Leader to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

**If the Department agrees to support the EAR:**

- a) The request, together with the students consent form, should be made to the Examinations Officer before the published deadline for EARs\*. The cost of the enquiry may, in certain circumstances, be met by the departmental budget. Otherwise candidates must make payment for the EAR.

**If the Department does not agree to support the EAR:**

- b) The student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer or Associate Principal before the published deadline for EARs\*.
- c) 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.

4. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

All candidates are directed towards JCQ procedures for information regarding appeals available including access to scripts. Candidates understand that once they gain access to their original scripts EARs is no longer available to them.

## 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* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

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

This form should be completed in all cases to lodge an appeal and given to the Principal  
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**

Name of appellant	Candidate name
Awarding Body	Exam paper code
Subject	Exam paper title

Please state the grounds for your appeal below

Continue overleaf if necessary

#### Appeal against internally assessed marks

Appellant declaration

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.

Signature:

Date of signature:

#### Appeal against the centre decision not to support an enquiry about results

Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:

Date of signature:

#### 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: