



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

Appeals Against Internally Assessed Marks & EAR Policy

This document includes a policy statement on appeals against internally assessed marks & Enquiries About Results

Appeals against internally assessed marks (GCSE controlled assessments and GCE coursework units)

Beacon Academy Trust (BMAT) is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Trust is committed to ensuring that 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.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

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

1. Appeals should be made as early as possible and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).
2. Appeals **must** be made in writing by the candidate's parent/carer to the examinations officer, Jackie Winter.
3. The head of centre will appoint a senior member of staff, i.e. an Assistant Headteacher or a Deputy Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the Headteacher/Accounting Officer 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 process may lead to mark changes. This process is outside the control of Beal High School and is not covered by this procedure.

Appeals against exam results (EARs) (GCSE and A-levels)

There are two levels of service provided by all examination boards. The first is for urgent cases – where University places depend on them. These requests must be made on A level results day, or on either the following Monday or Tuesday when staff are in school to action such requests. The cost is approximately £50 per paper and must be paid via parent pay prior to the Examinations Department acting upon the request.

Less pressing remarks can be requested up to 15th September, although it is possible to request a priority photocopy of a script before asking for a remark. (A level papers only). However requests for a priority photocopy must be made on the same days as those above for an urgent remark.

Enquiries can be made by Department Heads (with the students permission) or by individual students.

Appeals against the decision of the Examination board from parent or candidates will not be accepted unless supported by the Centre and must be submitted in writing within 14 days of receiving the decision on the result enquiry.

Besides remarks it is possible to ask for a copy of your marked script. (If you require this for a paper you have requested a remark for, this must be requested at the same time). This costs approximately £12 but will not arrive in school until late October.

Examination certificates arrive in November. As the Boards will not replace them, we do not wish to risk sending them to students by post. Announcements concerning the collection of certificates will be made in September.

Further information regarding examinations can be found on the Beal High School website www.bealhighschool.co.uk in the Curriculum section, Examination information & Results.

Appendix 1

Relevant websites:

Examining Boards

www.aqa.org.uk

www.edexcel.com

www.ocr.org.uk

www.wjec.co.uk

New GCSE specifications:

www.edexcel.com/gcse-subjectresources

Diploma Support:

www.qca.org.uk/diploma

www.edexcel.com/diploma

Core subjects website:

www.edexcel.com/gcse2010