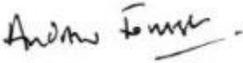


Great Yarmouth Community Trust
 Horatio House Independent school
 Learner Appeals Procedure



Date policy approved by Trustees	1/9/2018
Date policy to be implemented	1/9/2018
Manager/s responsible for policy review	Senior Management Team
Date of next review	01/08/2020
	 Andrew Forrest Chief Executive Officer

Introduction

Horatio House Independent School is committed to ensuring that whenever its staff assess students' work for external qualifications this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examination board. Consistency should be assured by internal moderation and standardisation.

If a student feels that any of the above may not have happened in relation to his / her work, s/he may make use of this appeals procedure.

NOTE that appeals may only be made against the *process* that led to the assessment and not against the mark or grade.

Statement

Complaints

If a student or parent wishes to make a complaint about any aspect of the examinations system at Horatio House School they should follow the schools General Complaints Procedure. The first point of contact should be the Examinations Officer, unless the complaint concerns the Examinations Officer, in which case they should contact the Deputy Headteacher or Centre Manager.

Procedure

- Any student or parent who wishes to make an appeal against the *procedures* used in internal assessment should, in the first instance, contact the Examinations Officer.
- Appeals will be considered by three people, at least one of whom has not been involved in the internal assessment decision. This will be known as the Appeals Panel. The appeal panel will consist of the Examinations Officer, Deputy Headteacher and Centre Manager, or their delegated representative or the most senior subject teacher.
- The Examinations Officer will convene an Appeals Panel within 10 days of receiving a Notice of Appeal, which will hear the case as presented by the student.
- No appeal will be considered if received later than two weeks before the date of the last external exam in the subject.
- All appeals will be considered and resolved by the date of the last externally assessed paper of the series.
- The student has the right to bring a parent, guardian or friend to act as support in presenting their case to the Appeals Panel.
- A written record of all appeals will be kept by the Examinations Officer and will include the outcome of the appeal and reasons for that outcome.
- A copy of the outcome of the appeal will be sent to the candidate.

Roles

and Responsibilities

The Appeal Panel will:

- Review the procedures used by the School to award marks for internal assessments.
- Consider whether these procedures conformed to the published requirements of the awarding body and the code of practice.
- As a result of their considerations either confirm the original mark or refer the matter back to the subject teacher for reassessment.
- The Examinations Officer will inform the awarding body of any outcome from an appeal that has implications for the conduct of the examination or the issue or results at the centre.

Other

An awarding body, on request, will be supplied with full details of any appeal.

All students should be able to gain access to:

- the marks awarded to them by the centre for an internal assessment;
- all comments recorded by the centre relating to their internally assessed work;
- any correspondence between the centre and the awarding body relating to their internally assessed work;
- information, if available at the time of the appeal, as to whether their work was sampled by the awarding body;
- the moderated mark given to the work by the awarding body, if known;
- relevant awarding body procedures for the conduct of internal assessment.

Appeals Against Externally Awarded Examination Marks

1. 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.
2. In all other circumstances a candidate / his/her parents may apply to have an enquiry carried out at their own expense. The school will not meet the cost of re-mark requests.
3. After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results, or from the date of return of scripts by examination boards.
4. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
5. GCSE re-marks cannot be applied for once a script has been returned.

If a Learner is not able to resolve an appeal at the approved centre then he/she has the right to appeal to the Examining Body. This may be done via the Examination Officer in writing. Learner appeals must be made to the Examining Body within 20 days of the assessment. During any stage of the Appeals Procedure the Learner is entitled to be represented or accompanied, should they wish.