

BOURNEMOUTH SCHOOL FOR GIRLS – SCHOOL POLICY STATEMENT

EXAMINATIONS APPEALS PROCEDURES

Internal appeals procedure about Internal Assessment Decisions for external qualifications covering GCE and GCSE and Project qualifications.

Bournemouth School for Girls is dedicated to ensuring that candidates' non exam assessments (NEAs) are marked in accordance to the awarding body's guidance and specifications. Where a number of teachers are involved with marking a candidate's work, internal moderation and standardisation will take place to ensure consistency and fairness for all candidates.

When a candidate does not agree with the internal assessment marks awarded by a teacher then first there needs to be a discussion between the teacher and candidate concerned. If the disagreement cannot be resolved by this discussion then the candidate may appeal to the exam's officer, who will put into action the agreed appeal process. This will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

1. The Head of Centre is in overall charge of managing appeals relating to internal assessments.
2. If a student wishes to appeal about her internal assessment marks then the following procedures should be followed:
 - The appeal should be made in writing to the Head of Centre stating the details of the complaint and the reasons for the appeal
 - The appeal must be submitted before the end of the first week in May of the year in which the written examinations are taken
3. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Head of Centre; a copy will be given to the candidate.
4. If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel.
 - The appeals panel will consist of the Head of Centre and / or a delegated representative and a school governor
 - The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal
 - The candidate will be given at least two days' notice of the hearing date
 - A breakdown of the marks awarded will be given to the candidate in advance of the appeal

- The candidate may bring a parent/guardian to the hearing
 - The teacher(s) involved will be present at the hearing
 - The Head of Centre will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate and the teacher
 - The school will maintain a written record of all the appeals
 - The school will inform the awarding bodies (examining boards) of any change to an internally assessed mark as a result of an appeal
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Internal appeals procedure for Enquiries about Results for external qualifications covering GCE and GCSE qualifications.

If a candidate does not agree with a Centre decision not to support an enquiry about results or an appeal then a procedure needs to be followed to manage disputes.

For when the Centre does not support an enquiry about results

This would be due to the fact that there is a chance that remarking the unit could cause the grade to go down as it is very near the grade below.

A meeting will be arranged to clearly explain the decision and the risks involved of going for a remark between the candidate and the exam officer and a member of the Senior Leadership Team or Head of Department of the subject concerned. Afterwards, if the candidate still wants to pursue the enquiry about results then they can proceed as long as they have signed the consent form showing willingness to accept any outcome.

For when the Centre does not support an appeal

When a Centre does not support an appeal to the relevant awarding body after an enquiry about results outcome, initially the decision will be explained thoroughly in a meeting with the Head of Centre and Exam Officer with the parent/guardian and candidate. This will happen within two days of the candidate expressing a desire to appeal the outcome of the result. Here it will be explained how often a further remark does not happen as a result of an appeal, but that it is appealing against the awarding body's procedures or the application of these post-results service procedures.

If it is still disputed the candidate has the option of going before a panel.

- The panel will be set up with the Head of Centre and two of the following: a member of the Senior Leadership Team, governor or the Head of Department of

the subject concerned. All relevant factors need to be taken into consideration and afford candidates or their parents/carers a reasonable opportunity to express their views. It is expected that a panel will only be needed in exceptional circumstances

- The request for this personal hearing must be made within two days of the meeting with the Head of Centre and Examinations officer
- The candidate will be given at least two days' notice of the hearing date
- The candidate may bring a parent/guardian to the hearing
- The Head of Centre will convey the outcome of the appeal and the reasons for that outcome in writing to the candidate
- The school will maintain a written record of all appeals
- If the Head of Centre agrees to the appeal after the hearing, then he will submit an appeal to the relevant awarding body. It will be made in writing and clearly state the grounds for appeal which must relate to the awarding body's procedures or the application of these post-results service procedures
- The fee for this service will be paid for by the candidate