

DARTON HIGH SCHOOL



APPEALS POLICY AGAINST MARKS AWARDED INTERNALLY & EXTERNALLY



Introduction

Darton High School is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

There may be occasions when a candidate does not agree with the coursework/controlled assessments marks awarded by a teacher. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned, then the candidate may appeal to the Subject Leader and/or Pupil Progress Leader. If the disagreement still cannot be resolved, then the candidate may appeal to the Data Manager, who will put into action the agreed appeals 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.

External Examinations can only measure performance on that day and candidates may do better or worse than anticipated for a variety of reasons. Subject Leaders review all marks awarded by the examination boards for each candidate, if they feel a re-mark of the exam is necessary, this will be requested and any fees incurred would be paid for by the school.

If a candidate disagrees with the marks awarded, firstly they must discuss the situation with the Subject Leaders within 5 working days of receiving the results. Copies of the script can be obtained to consider if it is appropriate for a review of the candidate's answers and marks awarded, a fee would be charged for this service.

The examinations boards have a number of procedures in place to ensure marks are fair; it is very rare that an enquiry about a result leads to a change of grade. However, it can happen. There are strict time limits for enquiring about results, so please speak to the Subject Leader within 5 working days of receiving exam results.

Responsibilities

1. The Assistant Head with responsibility for Examinations is in overall charge of managing all appeals relating to marks awarded.
2. If a student wishes to appeal about his/her marks then the following procedures should be followed:
 - Discuss the situation with the Subject Leader.
 - The appeal should be made in writing to the Data Manager stating the details of the complaint and the reasons for the appeal.
 - The appeal must be submitted within 5 working days of receiving results.
3. The teacher(s) concerned in marking the internal assessment which is the subject of the appeal will respond to the appeal in writing to the Data Manager; a copy will be given to the candidate. External examination appeals will be discussed with the Subject Leader and Senior Leader to assess the necessity to raise a query, a letter will be given to the candidate to explain the decision.
4. If the candidate is not happy with the written response for internally awarded marks they have received then they can request a personal hearing before an

appeals panel for internal assessment marks. External examinations re-marks can be requested by candidates

- The appeals panel will consist of the Assistant Head with responsibility for Examinations and **one** of the following - the Pupil Progress Leader for Key Stage 4, a Deputy Headteacher, 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 Data Manager will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
- The school will maintain a written record of all appeals.
- The school will inform the awarding bodies (examining boards) of any change to an internally assessed mark as a result of an appeal.

