



## **Exams Policy**

# **Internal Appeals and Review of Centre Assessed Marking**

**and**

# **Enquiries and Appeals about Results of Externally Marked Exams**

**Written by:** Vicki Barnatt **Date:** 14/12/2020

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**Next review due by:** 11/01/2022

**Approved by:** Local Governing Body

**Version:** 2

Amber Valley & Erewash Support Centre (AVESC) is committed to ensuring that whenever its staff mark candidates' work 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. AVESC 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.

1. AVESC will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. AVESC will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. AVESC will, having received a request for copies of materials, promptly make them available to the candidate.
4. AVESC will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. AVESC will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. AVESC will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. AVESC will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. AVESC will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. AVESC will inform the candidate in writing of the outcome of the review of the centre's marking.

10. The outcome of the review of the centre's marking will be made known to the Assistant Headteacher for that site. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

### **Post Results Information**

The following information is designed to make you aware of the post results services which are available to you and the procedures involved. The fees and deadlines are set by the exam boards; deadlines cannot be extended.

### **Enquiries About Results and Appeals**

Please note that following guidelines from Ofqual, who oversee the examinations process, only 'genuine' marking errors will be corrected and there will be no change to 'reasonable' marks. The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If AVESC makes an enquiry about a result on your behalf, (review of original marking) and a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must do the following: speak to the academy's exam officer and let them know what results service you would like. They will advise you on the costs and timescales involved. They may also advise you on the suitability of your enquiry and may suggest you take further advice from your subject teacher. If you still want to proceed with the enquiry you must sign the attached form and return it to the exams officer at least 2 working days before the published deadline for EORs. This tells us that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made. You must also let the academy have the appropriate payment which will be refunded to you if your results enquiry leads to your grade going up. In some circumstances the academy may pay the fee for you. The academy will process your request within 2 working days of receipt of the completed form and payment where appropriate. On receipt of the outcome of the enquiry the academy's exams officer will contact you within 2 working days and ask you to collect it. If you are no longer a pupil with AVESC the result will be posted to your home address.

## **Appeals Procedure Following the Outcome of an EAR**

If after receiving the outcome of the enquiry the Assistant Headteacher is dissatisfied with the result an appeal may be made, at the academy's expense, and with your permission, within 7 days of receipt of the outcome. If the Assistant Headteacher is satisfied with the outcome but you disagree with the exam board's decision you can appeal in writing to the Assistant Headteacher within 5 working days of receipt. This will be considered by the head of subject teacher and the exams officer. You will be notified of the outcome in writing within 5 working days. You should bear in mind that the grounds for appeal relate to the awarding body's procedures or the application of these procedures in accordance with the JCQ regulations.

## **Access to Scripts**

You can request an original copy or a photocopy of a GCSE exam script. Please be aware of the deadlines to request scripts, especially a photocopy, as they are very short. To make a request you will need to complete the attached form and pass it to the academy's exams officer who will process it within two working days or by the deadline; whichever is sooner. Scripts will be passed on to pupils two working days of your arrival on site or posted home if you are no longer a pupil with AVESC. Photocopied scripts should arrive on site promptly and therefore may be used to make a decision on whether to request an enquiry about results.

## **Further Information (Fees and Deadlines)**

<https://www.aqa.org.uk/exams-administration/after-results/post-results>

<https://qualifications.pearson.com/en/support/support-topics/results-certification/post-results-services.html>

<https://www.ocr.org.uk/administration/post-results/>

[https://questionbank.wjec.co.uk/students/post-results-services/?language\\_id=1](https://questionbank.wjec.co.uk/students/post-results-services/?language_id=1)

CANDIDATE CONSENT FORM ENQUIRY ABOUT RESULTS

Centre Number

Centre Name Amber Valley & Erewash Support Centre

Candidate Number

Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, paper, unit)

I give my consent to the Assistant Headteacher of AVESC to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same grade which was originally awarded for this subject.

Signed

Date

CANDIDATE CONSENT FORM ACCESS TO SCRIPTS

Centre Number

Centre Name Amber Valley & Erewash Support Centre

Candidate Number

Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, paper, unit, photocopy, original script)

I request a photocopy / original script as detailed above. I understand timescales are extremely tight and I should make this request promptly.

Signed

Date