

REVIEWS & APPEALS FOR FORMAL ASSESSMENT RESULTS

INTERNAL APPEALS

This policy applies to Internal Assessments for Qualifications with English and Welsh Awarding Bodies (GCSE, GCE, and vocational qualifications within the National Qualifications Framework.) Such assessments are usually referred to as non-examination assessment (NEA) or coursework.

In accordance with the Code of Practice for the conduct of external qualifications produced by Ofqual, St. John's is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and assessment attend any compulsory training sessions organised by the Awarding Bodies.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions and the Assistant Vice Principal (AVP) (Exams) (currently Mr D P Rogan) can advise students and parents of these procedures.

Appeals may be made to the school about the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderation by the Awarding Body. The appeal is made by a candidate (student), but we would usually expect the student's parents to help and support their appeal.

Internal assessment is work marked by teachers, which is usually sent to the Awarding Body for moderation at the end of the course. It includes non-examination assessment at GCSE, AS and A-level and assignments in vocational courses.

A student or their parent who wants to appeal against the procedures used in internal assessments should contact the AVP (Exams) as soon as possible to discuss the appeal and a written appeal must be received by the Principal at least three weeks before the date of the last written examination in the subject or the end of the summer term for courses with no written examinations.

The procedures included in internal assessment will include the conditions under which the work is completed, the nature of interim feedback given to students (where this is permitted), opportunities for resubmissions or retakes (where permitted) and the internal standardisation of work across all teachers of a subject to ensure that work is marked to the same standard

When we receive a written appeal, we will carry out an enquiry into the internal assessment by a member of the school's Senior Leadership Team (the Principal, Vice Principal or an Assistant Vice Principal) with advice from the AVP (Exams). This enquiry will consider whether the procedures used in the internal assessment decision conformed to the published requirements of the Awarding Body. The teacher concerned will see a copy of the appeal, will be able to respond in writing and a copy of this written response will be given to the candidate.

The student will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

If the candidate is not happy with this written outcome, they can ask for a personal hearing at which to present their case. This hearing will be held in front of the same panel with the addition of a member of the St John's Local Governing Body. Both the teacher and the candidate concerned will have the opportunity to hear each other's submission to the panel. The candidate may be accompanied by a parent.

The outcome of the Appeal will be notified to the candidate and the teacher involved and to the Awarding Body if there is any change to candidate marks. This latter course of action would only arise if the panel found that correct procedures had not been followed in such a way that required the work to be re-marked.

In the case of BTEC qualifications students have a final right of appeal to the Awarding Body, details of which would be provided after an unsuccessful internal appeal.

We publicise this policy with the following statements on the school website.

Statement for students

"If at any stage during your exam course you have concerns about the procedures used in assessing your internally marked work for public exams (controlled assessment / portfolio / projects) you should see the Assistant Vice Principal (Exams), Mr Rogan, as soon as possible."

Statement for parents

"If at any stage during your son/daughter's exam course you have concerns about the procedures used in assessing internally marked work for public exams (controlled assessment / portfolio / projects/assignments) you should contact the Assistant Vice Principal (Exams), Mr Rogan, as soon as possible."

REVIEWS OF RESULTS AND ACCESS TO SCRIPTS

This policy applies to external assessments for Qualifications with English and Welsh Awarding Bodies (GCSE, GCE, and vocational qualifications within the National Qualifications Framework.)

All Awarding Bodies have a process for requesting Reviews of Results (RoRs). This can take the form of a clerical check, a review of marking of an examination script or the review of moderation of coursework. These are the various processes by which candidates can verify that their examination work has been marked accurately.

Awarding Bodies also have a process for candidates to obtain copies of their examination scripts.

St. John's follows all procedures identified in the latest version of the JCQ publication Post-Results Service.

Most RoRs are made on behalf of individual candidates, but some are made for groups of candidates. RoRs for individual candidates are paid for in advance by the candidate, or, more typically, parents. Information about fees is included when results are issued. The Awarding Bodies set a deadline for applications to be received and the school will set an internal deadline in advance of this to ensure all applications can be processed in time. An application will only be made if the school supports it. RoRs are usually carried out immediately after results are received and actioned by the school. Typically the school would support an individual request for an RoR.

Information about requesting a review is in the Exams section of the school's website and is updated before publication of results in August.

If the school decides not to support an RoR, the candidate may submit an appeal against this decision to the Assistant Vice Principal (Exams) at least 1 week before the final date of receipt of RoRs by the Awarding Body. (This is usually on or around 20th September.) This appeal will then be considered by a panel consisting of the (AVP) Exams and a member of the Strategic Leadership Team who has not been party to the previous decision. The panel will meet quickly in order that an RoR may be submitted by the deadline should the panel deem it necessary.

The school cannot support late applications for RoRs, unless there are very strong mitigating circumstances, such as the candidate not being notified of results.

When the school has concerns about the accuracy of marking for a whole cohort in a particular examination paper, the school will give consideration to submitting an RoR. The school must bear in mind the risk that grades may be lowered by such a process and this risk is potentially open to all students who have taken the paper. A review can only be submitted having first secured the permission of the students whose scripts will be reviewed. Permission is not required from other students who have taken the exam.

The school will generally make and pay for a review of results for students who achieve grade 3 or 4 in GCSE Maths or English (Grades in both language and literature will be considered.) and are within 3 raw marks of the published grade 3/4 or 4/5 boundary. This is in recognition of the importance of these qualifications in progression to level three study, particularly that students not

achieving grade 4 will have to re-sit the qualification until they pass. The school will pay for enquiries in these circumstances.

Following the outcome of a review of results, the Awarding Bodies offer an appeals process. Appeals may only be made by the school, rather than a candidate. A candidate, with support from parents, can request that an appeal be made. The school will consider the request and notify the candidate within a week of the request whether an appeal will be submitted.

If the school decides not to pursue an appeal, the candidate has the right to appeal against this decision. Such an appeal will be conducted as outlined above for a decision not to support a review of results.

Financial support is available for candidates to make RoRs and to request access to scripts, subject to the usual criteria for providing such support. Candidates should write to the AVP (Exams).

<i>Version</i>	<i>4.0</i>
<i>Policy reviewed</i>	<i>July 2019</i>
<i>Next review date</i>	<i>July 2020</i>
<i>Person responsible</i>	<i>Mr D P Rogan</i> <i>Assistant Vice Principal</i>