



ST HILDA'S
CE HIGH SCHOOL

Appeals Procedure for Enquiry about Results

Date Policy prepared: 6th February 2018
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Policy agreed by committee: 5th March 2018
Date ratified by governing body: 10th May 2018
Policy reviewed by:SMc/JCo
Date for next review (annual/2 yearly): September 2018

St Hilda's is educating for Wisdom, Hope, Community, Dignity and Equality



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VALUE		THE POLICY		
Wisdom	Hope	Community	Dignity	Equality
<p>We aim to develop excellent standards in the external examination process.</p> <p>The guiding principal of this procedure is to advise and inform candidates on the process for appealing the decision of the awarding body.</p> <p>This is to ensure the process is completed fairly and consistently and in accordance with the awarding body's specification.</p> <p>This is also consistent with our values.</p>				

The JCQ appeals process only relate GCSE, GCE, FSMQ, OCR Nationals, ELC, Principal Learning and Project Qualifications. For other qualifications reference should be made to the individual Awarding Body's documentation

A centre may wish to appeal a JCQ member Awarding Body decision regarding;

- Exam and controlled assessment results. You can only make an appeal if you have already requested and received the outcome of a review of marking or moderation review.
- Decisions made involving malpractice. When an examination board have applied a malpractice penalty. These appeals go straight to stage 2.
- Access Arrangements and special consideration decisions

An appeal may be launched following the publication of an Awarding Body decision in response to an enquiry about results.

Who can Appeal

If a candidate or parent/carer are still not satisfied with the outcome of EAR then they should approach the school concerning launching an appeal. If after discussion the school feels there is still cause to be dissatisfied, an appeal may be made by the Head of Centre on behalf of a candidate or group of candidates, or by a private candidate.

Appeals are not accepted by internal candidates/ and or their parents/carers.

Fees

Awarding Bodies may charge a fee for each stage of an appeal against the outcome of an EAR. This will be refunded if the appeal is successful.

Appeal Stages

Although the appeals process may differ slightly depending upon the nature of the appeal, the following general principles apply.

Stage 1

- The Head of Centre or private candidate submits a completed Application for an appeal form to the relevant Awarding Body within two weeks of receiving the outcome to be contested. Form should contain full details of the nature of the concerns to minimise the chance of the appeal being rejected. Signed form should be forwarded to the relevant awarding body.
- If the Awarding Body accepts that there are grounds for an appeal, the case will be examined by a senior officer within the Awarding Body with no previous involvement in the matter.
- All relevant Awarding Body procedures leading up to the decision will be checked for compliance with the regulator's "Code of Practice"
- A report on the outcome of the investigation will be sent to the Head of Centre or private candidate.

- If the stage 1 appeal relating to an EAR is upheld, a further review of the candidates' work may be undertaken.

Stage 2

- If the Head of Centre or private candidate remains unsatisfied upon receipt of the outcome of the stage 1 Appeal, then a completed "Application for an appeal form stage 2" should be sent to the relevant Awarding Body within two weeks of receiving the outcome to be contested.
- An impartial body will be appointed in accordance with the regulator's Code of Practice to hear a formal hearing.
- Following a hearing, the decision of the panel will be communicated to both parties within five working days.
- A full report will be provided within 28 calendar days.

Further Avenues of appeal

If the appellant remains dissatisfied with the decision of the Stage 2 appeals panel, they may wish to appeal to the Examinations Procedure Review Service. This can be done through Ofqual's website.