

# RAVENSWOOD SCHOOL INTERNAL APPEALS POLICY



Appeals Policy for External Qualifications:

Ravenswood School Policy on Appeals is in two parts:

- 1. Policy on Internal Assessments for External Qualifications**
- 2. Policy on External Assessments for External Qualifications (Enquiries about Results)**

## **1. Policy on Internal Assessment for External Qualifications.**

In accordance with the JCQ regulations for the conduct of external qualification, Ravenswood School is committed to ensuring that:

Internal assessments are conducted by members of staff that have the appropriate knowledge, understanding and skill.

Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification.

The consistency of the internal assessment is secured through internal standardisation as necessary.

Members of staff responsible for internal standardisation attend any compulsory training sessions

All candidates' work being assessed internally for an external qualification is carried out fairly, consistently and in accordance with the awarding body's guidelines.

## **Internal Assessment Appeal procedure**

Students are informed, when starting Internal Assessments, that it is possible to appeal if they believe their work has not been assessed according to the procedures and standards specified by the examining board. They are told that their parent/carer must make the request according to the procedure below, and must refer to this policy, which is available on the school's website.

The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement itself: an appeal cannot be made against the mark or grade; only the procedure used.

The candidate's parent/carer must make the appeal in writing to the Exam's Officer. Appeals should normally be made by 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the internal marking and moderation schedule extends beyond this time.

The enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Leadership Team and a third suitably qualified person not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body and the JCQ regulations.

The outcome of the appeal will be reported in writing to the candidate's parents/carer (including any relevant correspondence with the Awarding Body) before results day for the award.

A written record of the appeal and the outcome will be kept on file at the school and the Awarding Body will be informed of any amendments.

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## 2. Policy on External Assessments for External Qualifications

### Enquires about Results - EARs

Any candidate who wishes to query a mark/grade awarded by an Awarding Body following issue of results should follow this procedure:

Contact the Examinations Officer and the subject teacher as soon as possible (but at least 14 days before the published deadline for EARs which is normally 30<sup>th</sup> September for exams taken in the summer) in person to discuss the mark/grade. The Examination Officer will advise on the options available and the costs involved.

Candidates should be aware that EARs can result in the mark/ grade being raised, confirmed or lowered. Candidates must sign a consent form to confirm that they understand fully the procedure. Consent forms are available from the Examinations Officer.

The subject teacher will review and discuss with the candidates their marks/grade, the grade boundaries and predicted grades.

#### A. If the school supports the EAR:

The request, together with the candidates consent form should be provided to the Exams office before the published deadline for EARs for the application to be completed.

Responsibility for the cost of the enquiry must be agreed in advance.

#### B. If the school does not agree to support the EAR:

A candidate may appeal against the decision not to support an EAR. The appeal should be made in writing to the Examinations Officer at least 7 days before the published deadline for EARs. The appeal should state the reason(s) for the appeal in detail. This appeal must be signed and dated and should include a daytime contact number. The appeal information will be reviewed by the Examination Officer and a member of the Senior Leadership Team. The outcome of the appeal will be communicated by telephone and either email or 1st class post. This decision is final.

If the centre does not support the EAR the candidate may still proceed but all costs involved are the responsibility of the candidate/parents/carer. No EAR request will be made without payment. Requests must be made in person to the Examinations Officer before the published deadline date for EARs. If the appeal is successful the fee will be refunded.

Outcomes following EARs will be forwarded by the Examinations Officer to the candidate as soon as they have been received from the Awarding Body.

### History of document

Previous versions now deleted from system. New issue:

Issue	Author/Owner	Date Reviewed	Approved by Governors on	Comments
1.	Pippa Jackson	22/1/14	30/1/14	Minor changes.

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2.	School	April 2015	Pupil Committee 6/5/15	Minor changes
3.	School	April 2016	Pupil Committee 11/5/16	
4.	School	September 2016	Business Committee	
5.	School	April 2017	3/5/17 Business Committee	
6.	School	December 2017	Business Committee	
7.	School	January 2019	Pupil Committee 30.01.19	
8.	School	January 2020	Pupil Committee 29.01.2020	
9.	School	January 2021	Pupil committee 27.01.2021	Current consultation around arrangements for 2020-21 appeals due to national lockdown may result in some changes for this cohort.
10.	School	January 2023	25.01.23	No changes
11.	School	Jan 24	24.01.24	No changes
12.	School	Jan 25	29.01.25	No changes
13	School	Jan 2026	28.01.26	No changes