



Internal Appeals Procedure (Reviews of Results and Appeals)

Policy/Procedure creator: Anita Headland

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Centre Name	Sandringham School
Centre Number	17535
Date procedure first created	21/9/2022
Current procedure reviewed by	Anita Headland
Current procedure approved by	Alan Gray
Date of next review	01/10/2023

Key staff involved in the procedure

Role	Name
Exams officer	Anita Headland
Senior leader(s)	Thom Leat
Head of centre	Alan Gray
Other staff (if applicable)	Not Applicable

This procedure is reviewed and updated annually to ensure that appeals against any decision at Sandringham School not to support a request for a clerical re-check, a review of marking, a review of moderation, or an appeal are managed in accordance with current requirements and regulations.

Reference in this procedure to GR refers to the JCQ publication **General Regulations for Approved Centres**.

Introduction

Following the issue of results, awarding bodies make post-results services available (see below for details of how these are managed at Sandringham School)

If teaching staff at Sandringham School or a candidate (or his/her parent/carer) have a concern that a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check) - This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking) - This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation) - This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Sandringham School for dealing with candidate appeals relating to any centre decision not to support a clerical re-check, a review of marking, a review of moderation, or an appeal.

This procedure ensures compliance with JCQ regulations (GR 5.13) which state that centres must have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an online application for a clerical re-check, a review of marking, a review of moderation or an appeal.

Post-results services

At Sandringham School:

- Candidates are made aware of the arrangements for post-results services prior to the issue of results
- Candidates are also informed of the periods during which senior members of centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking

Candidates are made aware/informed by the issue of the candidate handbook and by information emails sent to them/their parent s/carers.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by the Exams Officer inside the results envelope on results day and at the post result surgeries, the dates of which are advised to students on the annual Results Day letter.

Centre actions in response to a concern about a result

Where a concern is expressed that a particular result may not be accurate, Sandringham School will:

- Look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc., when made available by the awarding body, to determine if the concern may be justified

For **written** components that contributed to the final grade, Sandringham School will:

- Where a place a university or college is at risk, consider supporting a request for a Priority Service 2 review of marking

In all other instances:

- Consider accessing the script by:
 - (where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline OR
 - (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
- Collect written consent/permission from the candidate to access the script
- On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking
- Support a request for the appropriate Review of Results service (clerical re-check or review of marking) if any error is identified
- Collect written consent from the candidate to request the Review of Results service before the request is submitted
- Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body

Additional centre-specific actions:

Not applicable

For **moderated** components that contributed to the final grade Sandringham School will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult the moderator's report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a Review of Results service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for all candidates in the original sample

Additional centre-specific actions:

Not applicable.

Candidate consent

Sandringham School will:

- Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a Review of Results service 1 or 2 (including priority service 2) is submitted to the awarding body
- Acquire informed candidate consent to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded
- Only collect candidate consent after the publication of results

Additional centre-specific actions:

Not applicable

Centre actions in the event of a disagreement (dispute)

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, Sandringham School will:

- The school will make every effort to ensure that the student makes an informed choice when requesting a review. If the school does not support the review; with the student's agreement, their script will be requested and will be looked with the candidate. They will also be shown the grade boundaries and have a discussion as to whether they are too near to the lower boundary to make a review a poor decision.
- If the candidate still wants to request a review, even with all the evidence, they would then move to the Policy Complaints & Appeals Procedure; which is detailed in full below.
- Inform the candidate that a review of moderation (Review of Results service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample

The full process for a complaint is:

- Candidate completes Complaint/Appeal form with full details and signs/dates the form
- The form is returned to the Exams Officer for logging
- The complaint/appeal will be reviewed by a member of the Senior Leadership Team, as appointed by the Head of Centre
- The outcome of the complaint will be relayed to the candidate via email within 48 hours of receipt.
- If the candidate disagrees with the outcome, an appeal can be raised with the School Governors.

Appeals process

- The candidate will confirm in writing within 2 days of receipt of the complaint outcome that they wish to appeal. The candidate should be mindful of the exam board deadlines for accepting a review request
- The original Complaint Form will be re-logged as an Appeal by the Exams Officer and acknowledged.
- The appeal will be referred to the Chair of Governors (or a special Committee of the Governing body) for consideration
- The Chair of Governors (or Committee) will inform the appellant of the final conclusion in due course. Due consideration will be given to ensuring the appeal is completed before the exam board deadline for requesting reviews

Appeals

Following a Review of Results outcome, an external appeals process is available if the head of centre at Sandringham School remains dissatisfied with the outcome and believes there are grounds for appeal.

The JCQ publications **Post-Results Services** and **JCQ Appeals Booklet** (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the Review of Results outcome, but the candidate (or parent/carer) believes there are grounds for a preliminary appeal to the awarding body, an internal appeal may be made directly to the centre. Candidates or parents/carers are not permitted to make direct representations to an awarding body. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet.

To submit an internal appeal:

- An internal appeals form should be completed and submitted to the centre within the time specified by the centre from the notification of the outcome of the review of the result
- Subject to the head of centre's decision, the preliminary appeal will be processed and submitted to the awarding body within the required 30 calendar days of the awarding body issuing the outcome of the review of results process
- Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer)
- If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre

Additional centre-specific information:

Not applicable

CHANGES 2022/2023

(Changed) Under **Purpose of the procedure:**

...disagrees with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal. (To) ...disagrees with a centre decision not to support **an online application for** a clerical re-check, a review of marking, a review of moderation or an appeal.

(Changed) Under **Post-results services:**

Candidates are made aware of the arrangements for post-results services and the availability of senior members of centre staff immediately after the publication of results, before they sit any examinations (To) Candidates are made aware of the arrangements for post-results services **prior to the issue of results**

(Added bullet point) Under **Post-results services:**

Candidates are also informed of the periods during which senior members of centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking

CENTRE-SPECIFIC CHANGES

Not Applicable