

# Raine's Foundation School

## Internal appeals procedure

2017/18

*This policy is reviewed annually to ensure compliance with current regulations*

Approved/reviewed by

TOM METCALFE – DEPUTY HEADTEACHER

Date of next review

MAY 2019

## **Internal Appeals Policy for External Qualifications**

### **Policy on External Assessments for External Qualifications**

#### **(Enquiries about Results – EARs)**

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

- I. Contact the Examinations Officer **and** the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. Candidates should be aware that EARs can result in marks/grades being raised, confirmed or **lowered**. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- III. The subject teacher will review the candidate's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the candidate's predicted grades.

#### **If the Department agrees to support the EAR:**

The request, together with the candidates consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget.

#### **If the Department does NOT agree to support the EAR:**

- If the centre does not support the EAR the candidate may still proceed with the EAR but all costs involved will be paid by the candidate at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer **before the published deadline for EARs**. If the enquiry is successful (marks/grades are raised) the fee will be refunded to the student.
- Alternatively, a candidate may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least **5 working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the candidate, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1<sup>st</sup> class letter post. **This decision is final.**

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