



PARMITER'S SCHOOL

INTERNAL APPEALS PROCEDURE

This policy relates to appeals against decisions in the following areas:

1. Appeals against the mark awarded by the School for an internally assessed component that contributes to a qualification with Awarding Bodies
2. Appeals against the decision of the School regarding the post results services process for Public Examinations
3. Appeals against the decision of the School to apply a penalty because of malpractice in an examination/assessment

In all cases Parmiter's is committed to act in a fair, consistent and timely manner and in accordance with any guidelines published by relevant bodies/organisations.

1. Appeals against the mark awarded for an internally assessed component (non-examination assessment at GCSE / GCE or EPQ project qualification)

Parmiter's School is committed to ensuring that:

- Candidates' work is marked fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills and who have been trained in this activity.
- Work produced by candidates is authenticated in line with the requirements of the awarding body.
- The consistency of internal assessment is assured through internal moderation and standardisation as set out by the Awarding Bodies.

If a candidate believes that this may not have happened in relation to his/her work then he/she may appeal against the internally assessed mark.

Please note that after a candidate's work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Parmiter's and is not covered by this procedure.

A student or parent/carer wishing to request a review of the School's marking should contact the Deputy Headteacher, Mrs Berks as soon as possible to discuss the request. In addition, a written request stating the details of the complaint and the reasons for the request must be received by Mrs Berks at least two weeks before the deadline for submitting marks to the Awarding Bodies.

For the avoidance of doubt, the student or parent/carer must state precisely where they believe the School has not properly and fairly applied the mark scheme. In line with JCQ^{CIC} regulations, a mark scheme is deemed to not have been applied correctly if the mark awarded could not have been given by a trained and standardised marker who had appropriate subject knowledge and who had exercised his/her academic judgement in a reasonable way.

The school reserves the right to charge a fee for a review of marking; this covers the administrative costs and the costs associated with the time necessary to review the marking. For 2022/23 the fees are £40 for GCSE assessments and £50 for GCE assessments; these fees include photocopying up to 25 A4 pages. Any additional photocopying costs will be charged over and above these fees.

On receipt of a written appeal, Mrs Berks, in discussion with the relevant Head of Department, will ensure that a review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of the candidate's work and has no personal interest in the outcome of the review. The reviewer will be instructed to ensure that the candidate's mark is consistent with the standard set by the School. It may be necessary to employ an appropriately qualified individual to conduct the review. Candidates must be aware that, under a review of marking, the original mark may be confirmed as correct, lowered or raised.

The candidate will be informed in writing of the outcome of the review. The outcome of the review will be given to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the Awarding Body upon request.

2. Appeals against the decision of the School regarding a Post Results process

Appeals procedure against the decision of the School not to process a Post Results request

Post Results services (reviews of marking and/or access to scripts) may be requested by candidates at their own expense. Please refer to the following documents for information about post results services:

- Parmiter's Post Results Services guidance document (distributed to students and parents/carers prior to results day via e-mail and available on the school website prior to the publication of the results for any given examination season)
- The JCQ^{CIC} document '*Post-Results Services*'
<http://www.jcq.org.uk/exams-office/post-results-services>.

In the situation where the school believes submitting a post results service is not in the best interests of the candidate, the school may decide not to proceed with the request.

If this is the case, Mrs Berks will contact the candidate and/or their parent/carer to explain the reason the request will not be processed. If the candidate is not satisfied with the school's decision, a written appeal must be received by the School at least 5 working days before the school's published deadline for post results services.

The appeal must state the grounds on which the appeal is being made. Mrs Berks and the Headmaster will consider the appeal. If the appeal is not supported by Mrs Berks and the Headmaster, the appellant will be invited to attend a personal hearing. The format of the hearing is detailed below.

Appeals procedure following the outcome of a review of marking

If following the review of marking process doubts remain about the accuracy of the results, the candidate or their parent/carer should contact the Deputy Headteacher, Mrs Berks as soon as possible to discuss an appeal. Please note, that the deadline for submitting the appeal request is 30 calendar days from the date stated on the outcome of the initial review of marking.

In deciding whether to request an appeal on behalf of the candidate Mrs Berks will consider whether there is any evidence that:

- a marking or moderation (or a review of marking/moderation) error has occurred; or
- the awarding body did not apply its procedures consistently, properly or fairly.

The definition of a marking error or moderation error are provided in the 'JCQ^{CIC} document 'A guide to the awarding bodies' appeals processes'

<https://www.jcq.org.uk/wp-content/uploads/2020/11/JCQ-Appeals-Booklet-2020.pdf>

Mrs Berks will inform the candidate or their parent/carer of her decision as soon as possible. If the appellant is not satisfied with the decision, a written appeal must be received by the School at least 5 working days before the deadline to submit the appeal. The appeal must state the grounds on which the appeal is being made. The appellant will be invited to attend a personal hearing. The format of the hearing is detailed below.

Beyond this appeal, it may be possible to appeal to the Examinations Procedures Review Service (EPRS).

If you wish to appeal against the decision of the school regarding any stage of the post results process the procedure described above should be followed.

Format of personal hearing in an appeal against the School's decision

The appellant will be given as much notice as possible of the hearing date (within the context of deadlines stated above). The following will be invited to attend the hearing:

- the candidate (or appellant if not the candidate)
- a carer/friend of the candidate/appellant if they wish
- Mrs Berks
- two nominated panel members. These will be
 - a senior member of staff who has not previously been involved in the appeal
 - a governor from the standard & curriculum committee

The appellant will be provided with a copy of all documents relevant to the initial enquiry. The appellant and Mrs Berks will be asked to present their case to the panel. Each participant may then ask questions of the others if they wish. The panel members may then ask questions of any participant.

The panel will consider their decision in private and respond to the appellant in writing within a suitable time frame (contact will be made by telephone if deadlines are imminent).

3. Appeals against decision of the School to apply a penalty because of malpractice in an examination/assessment

If an allegation of malpractice in an examination or assessment is made, the procedures in the school's *'Malpractice in Examinations or Assessments'* policy will be followed.

Following an investigation into an allegation of malpractice, a student and/or their parents/carers have the right to appeal against the decision of the investigator. In addition, or alternatively, they may appeal against the sanction and/or penalty applied.

A student or parent/carer wishing to appeal against the decision and/or sanction should contact the Deputy Headteacher, Mrs Berks as soon as possible to discuss the appeal. In addition, a written appeal stating the details of the complaint and the reasons for the appeal must be received by Mrs Berks within one week of the outcome of the investigation.

On receipt of a written appeal, the member of staff who conducted the initial investigation will present the evidence and details of the sanction and/or penalty to a senior member of staff nominated by Mrs Berks or the Headteacher. This review will consider whether the evidence supports the outcome of the investigation and the sanction and/or penalty applied. The appellant will be informed in writing of the outcome of the appeal.

If the appellant is not satisfied with the outcome of the appeal, a written request for a further appeal, in the form of a personal hearing, must be received by the School. This must be received within one week of the outcome of the initial appeal.

The appellant will be given reasonable notice of the hearing date (within the context of any relevant deadlines). The following will be invited to attend the hearing:

- the student and their parents/carers
- the member of staff who carried out the initial enquiry
- the member of staff who carried out the review for the initial appeal
- two nominated panel members. These will be
 - a senior member of staff who has not previously been involved in the appeal
 - a governor from the standard & curriculum committee

The appellant will be provided with a copy of all documents relevant to the initial enquiry. The appellant will be asked to present their case to the panel. The members of staff who carried out the initial enquiry and the review may then respond to the case. Each participant may then ask questions of the others. The panel members may then ask questions of any participant.

The panel will consider their decision in private and respond in writing to all participants within 72 hours (or sooner if required by examination board deadlines).