



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
4. Appeals against Parmiter's decisions relating to access arrangements and special consideration
5. Appeals against Parmiter's decisions relating to other administrative issues.

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 their work, they 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 student¹ wishing to request a review of the School's marking should contact the Deputy Headteacher - Academic as soon as possible to discuss the request. In addition, a written request

¹ Throughout this procedure where the 'student' or 'candidate' wishes to make an appeal they may be supported by a parent or carer, however, the appeal should be initiated by the student themselves.

stating the details of the complaint and the reasons for the request must be received by the Deputy Headteacher at least two weeks before the deadline for submitting marks to the Awarding Bodies.

For the avoidance of doubt, the student, 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 not to 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 their 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 2025/26 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, the Deputy Headteacher- Academic, 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. If the mark is lowered, you cannot request that the original mark be reinstated.

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

2.1 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, the Deputy Headteacher - Academic will contact the candidate to explain the reason the request will not be processed. If the candidate is not satisfied with the school's decision, a written Stage One appeal must be received by the School at least 10 working days before the school's published deadline for post results services.

2.1.1 Stage One Appeal:

The appeal must state the grounds on which the appeal is being made. The Deputy Headteacher - Academic will consider the appeal, which could involve a request for further clarification via email or an in-person meeting. 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.

If the appeal is not supported by the Deputy Headteacher - Academic, the appellant may choose to submit a Stage Two appeal.

2.1.2 Stage Two Appeal:

This has to be submitted at least 5 working days before the school's published deadline for post results services.

- The appellant will be provided with a copy of all documents relevant to the initial enquiry.
- The appellant must state the grounds on which the appeal is being made and why they disagree with the stage one appeal.
- The appeal is made directly to the Head of Centre (Headteacher), who will consider the appeal, which could involve a request for further clarification via email or an in-person meeting.

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

2.2 Appeals procedure following the outcome of a review of marking

If, following the review of the marking process, doubts remain about the accuracy of the results, the candidate should contact the Deputy Headteacher - Academic as soon as possible to discuss an appeal. Please note that the deadline for submitting an appeal request is 30 calendar days from the date stated on the outcome of the initial review of marking. Appeal requests submitted less than 48

hours before this deadline are unlikely to be submitted in time; therefore, the school can refuse to process the request

In deciding whether to request an appeal on behalf of the candidate, the school 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 is provided in the 'JCQ^{CIC} document 'A guide to the awarding bodies' appeals processes' <https://www.jcq.org.uk/exams-office/appeals/>

The Deputy Headteacher - Academic will inform the candidate of the 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 to the Awarding Body. The appeal must state the grounds on which the appeal is being made.

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 for a Stage Two appeal described above should be followed.

3. Appeals against the 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 has 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 wishing to appeal against the decision and/or sanction should contact the Deputy Headteacher - Academic 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 the Deputy Headteacher - Academic within one week (24 hours for public examinations) of the outcome of the investigation.

3.1 Stage One Appeal

On receipt of a written Stage One 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 the Deputy Headteacher - Academic. This review will consider whether the evidence supports the outcome of the investigation and the sanction and/or penalty applied. During this stage, the school can request further clarification via email or an in-person meeting. 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, Stage Two Appeal.

3.2 Stage Two Appeal

This must be received within one week of the outcome of the initial appeal (24 hours for public examinations).

- The appellant will be provided with a copy of all documents relevant to the initial enquiry.
- The appellant must state the grounds on which the appeal is being made and why they disagree with the Stage One appeal.
- The appeal is directly to the Head of Centre (Headteacher), who will consider the appeal, which could involve the Headteacher requesting further clarification via email or an in-person meeting.

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

4. Appeals against Parmiter's decisions relating to access arrangements and special consideration

Access Arrangements and Reasonable Adjustments

In accordance with the regulations, Parmiter's school:

- recognise its duty to explore and provide access to suitable courses, through the access arrangements process, submit applications for reasonable adjustments and make reasonable adjustments to the service that the centres provide to disabled candidates;
- comply with our responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments.

Failure to comply with the regulations has the potential to constitute malpractice, which may impact a candidate's result(s).

Examples of failure to comply include:

- implementing access arrangements/adjustments that are not approved;
- failing to consider implementing access arrangements (which may be a failure to comply with the duty to make reasonable adjustments);
- permitting access arrangements/adjustments within the centres, which are not supported by appropriate evidence;
- charging a fee for providing reasonable adjustments to disabled candidates.

Special Consideration

Special consideration is given to a candidate who is affected by adverse circumstances beyond their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

Parmiter's School will:

- comply with the requirements as set out in the JCQ document, A guide to the special consideration process;
- ensure that all staff who manage and administer special consideration applications are aware of the requirements.

4.1 Centre Decisions relating to Access Arrangements, Reasonable Adjustments and Special Consideration

This may include Parmiter's Schools' decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where Parmiter's School make a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that applies for a candidate or candidates:

- If a candidate, who is the subject of the relevant decision, disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities, or followed due procedures, a written request setting out the grounds for appeal should be submitted.

To determine the outcome of the appeal, the Deputy Headteacher - Academic consults the respective JCQ publication to confirm that the centre has complied with the principles and regulations governing access arrangements and/or special consideration, and followed due procedures.

The appellant is informed of the outcome of the appeal within five working days of the appeal being received and logged by the centre.

If the appeal is upheld, we will proceed to implement the necessary arrangements/submit the necessary application.

5. Appeals regarding Centre Decisions relating to Other Administrative Issues

Circumstances may arise that cause Parmiter's School to make decisions on administrative issues that may affect a candidate's examinations/assessments. Where we make a decision that affects a candidate or candidates:

- If a candidate, who is the subject of the relevant decision, disagrees with the decision made and reasonably believes that the centre has not complied with the regulations or followed due process, a written request setting out the grounds for appeal should be submitted.

The appellant is informed of the outcome of the appeal within five working days of the appeal being received and logged by the centre.