



# Whitburn Church of England Academy

## EXAMINATIONS INTERNAL APPEALS PROCEDURE including EaR (Enquiries about Results)

### Preface

The Academy Vision and Values can be found here:

<https://www.whitburncofeacademy.org/about-us/academy-ethos.html>

This policy and its associated procedures are based on these key principles and values.

The Code of Practice requires Centres offering their examinations to commit themselves to ensuring that "published appeals procedures relating to internal assessment decisions are made widely available and accessible to all candidates".

A Centre should:

- have a written appeals procedure.
- inform candidates that an appeals procedure relating to internal assessment decisions exists within the Centre.
- let candidates have access to a copy of the internal appeals procedure.

### **Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)**

Whitburn Church of England Academy is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. The Academy will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. The Academy will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. The Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. The Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. The Academy will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline.
6. Requests **must** be made in writing to the Assessment Office. Candidates will be asked to sign a declaration form agreeing to take full responsibility for the outcome of the review (including the possibility of down-grading) and to pay any costs incurred which may result from an enquiry<sup>1</sup>. If the candidate signs such a declaration, a review of marking will be undertaken.
7. The Academy will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
8. The Academy will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
9. The Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. The Academy will inform the candidate in writing of the outcome of the review of the centre's marking.
11. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

### **Enquiries and Appeals about Results (EAR Service)**

The Academy may take the decision to Appeal about Results under certain circumstances. An Academy funded decision to Appeal about Results is in the gift of the Head of Centre; the determining factors in the decision to appeal can include, but are not limited to, the number of marks available for the examination paper, and how the marks are then converted to grades. A Candidate Administration form, providing detailed information to candidates on this matter, is issued to all Year 11 students prior to the summer exam season commencing.

Where a candidate or their parent/carer disagrees with a decision by the centre not to support any enquiry, the matter will be referred to the member of the Senior Management Team with responsibility for examinations, who will liaise with the Head of Subject before contacting the candidate/parent/carer. If, after speaking with that member of staff, all parties are in agreement not to proceed further, the case will be closed.

Alternatively, should, after consultation, the candidate/carer and centre continue to disagree, then the parent/carer will be asked to sign a declaration form agreeing to take full responsibility for the outcome of the enquiry (including the possibility of down-grading) and, prior to the Academy processing the EAR, pay any costs incurred which may result from an enquiry. If the parent/carer signs such a declaration, and pays the appropriate fee, an enquiry will be made by the centre.

<b>Examinations - Internal Appeals Procedure</b>		
<b>Review Cycle: Annually</b>		
<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
3 <sup>rd</sup> June 2008	1.0	Approved by the Governing Body
<b>Revision Date</b>		
13 <sup>th</sup> October 2009	2.0	Informed the Governing Body that no updates were required
8 <sup>th</sup> June 2010	3.0	Approved by the Governing Body
28 <sup>th</sup> June 2011	4.0	Approved by the Governing Body
10 <sup>th</sup> July 2012	5.0	Approved by the Governing Body
9 <sup>th</sup> July 2013	6.0	Approved by the Governing Body
8 <sup>th</sup> July 2014	7.0	Approved by the Governing Body
7 <sup>th</sup> July 2015	8.0	Approved by the Governing Body
5 <sup>th</sup> July 2016	9.0	Approved by the Governing Body
4 <sup>th</sup> July 2017	10	Approved by the Governing Body
13 <sup>th</sup> March 2018	11	Approved by the Governing Body
19 <sup>th</sup> March 2019	12	Approved by the Governing Body
24 <sup>th</sup> March 2020	13	Approved by the Governing Body
23 <sup>rd</sup> March 2021	14	Approved by the Governing Body
23 <sup>rd</sup> March 2022	15	Approved by the Governing Body
16 <sup>th</sup> May 2023	16	Approved by the Governing Body
19 <sup>th</sup> March 2024	17	Approved by the Governing Body
18 <sup>th</sup> March 2025	18	Approved by the Governing Body

## Appendix

<sup>1</sup> Costs will reflect EAR fees from the awarding examination board, if on review the mark change is successful the fee will be refunded.