

# INTERNAL EXAMINATIONS APPEAL POLICY

NOVEMBER 2018

  
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## KEY PRINCIPLES

- New Horizons Academy schools will make every effort to ensure that internal assessment is of a high quality and in accordance with examination board regulations
- New Horizons Academy schools will strive to resolve all appeals fairly and promptly within agreed time limits
- Appeals will be logged and monitored by the Deputy Headteacher
- The SLT will evaluate all appeals and decisions regarding internal assessments and use this evaluation to improve practice.

All assessment at New Horizons Academy schools will be rigorous, fair and open.

## STANDARDS FOR SETTING COURSEWORK

All appeals regarding internal assessment will be conducted in the context of the following standards for the setting of coursework:

- Students will be given sufficient time to complete coursework assignments to a high standard
- Teachers will use success criteria to inform students of expectations for coursework tasks
- Students will be given the assessment criteria for coursework tasks in advance

## PROCEDURES

### THE INFORMAL STAGE

It is New Horizons Academy schools' intention that students, parents and the school agree to work together to attempt to resolve issues and concerns at an early stage through the following structure:

- If a student has a concern about their coursework mark it is advised that they discuss this matter with either their subject teacher or the relevant head of department. If this does not resolve the matter, the formal appeals procedure will be initiated.

### THE FORMAL STAGE

- The first stage
  - An appeal should be made in writing to the Deputy Head. This will be acknowledged within two working days of receipt of the concern
  - The Deputy Head will offer the opportunity for the teacher(s) concerned in marking the assessment, which is the subject of the appeal, to see a copy of the appeal and to respond to this in writing, with a copy sent to the candidate within 10 working days of receipt of this concern.
- The second stage
  - If the candidate is not happy with the written response they have received, they will be offered the opportunity of a personal hearing
  - The Deputy Head should be notified in writing and will inform the Head of Department and complainant regarding a hearing date, giving reasonable notice
  - All parties should have sight of all documents, relevant to the case in advance of the hearing.
  - Where a candidate is presenting their own case, they should be allowed to be accompanied by a (single) carer/friend.

- The teacher(s) and candidate should have the opportunity to hear each other's submission to the panel at the hearing
- New Horizons Academy schools will maintain a written record of all appeals and their outcomes.
- New Horizons Academy schools will send a copy to the candidate and, where possible to their carer/s, within two days of the appeal.
- The outcomes will be shared with the Head of New Horizons Academy schools who will recommend any changes to the Awarding Body.

## EXTERNAL ASSESSMENT

All exam boards will have their own procedures for querying results. In order to activate these New Horizons Academy schools will do the following when a result enquiry is initiated:

- Return letter or call promptly (24 hours) and assure the relevant part that the school will speak to the student about the results and mutually agree as to whether the school should pursue the appeal or not
- If necessary the school will contact the exam board in the appropriate way according to the Result Enquiry instructions, as presented in the Examination Administration Paperwork
- The school will issue to the relevant party the results of the appeal once the exam board has informed the school of its findings

## MODULAR EXAMINATIONS

If a results enquiry is lodged with regard to a modular exam results the procedures outlined above for the external assessments should be followed.

If a student is dissatisfied with a result but decides against requesting a re-mark it will be possible to re-take. Each case will be decided on a case-by-case basis, between the student and the relevant department, but the school's expectation is that students will pay for entry themselves. This will also apply to successive retakes in the same subject.

## GCSE RESULTS SERVICE

When results are published appropriate staff will distribute results, be available to give guidance to students and prepare data for publication and monitoring purposes. This service will be supported by members of the administration staff.

## INTERNAL EXAMINATIONS

The exact nature of summative assessment in each subject will be determined ultimately by the subject leader within the rationale and purposes of this policy and other related policies.

The examinations officer will coordinate end of year written examinations in KS3 to ensure an even distribution of testing across the allotted time span.

## DOCUMENT REVISION

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