



Pontypridd High School

Appeals on Results Policy

*'Learning and achieving together'
'Dysgu a chyflawni gyda'n gilydd'*

Appeal on Results Policy

Date of policy:	November 2022
Adopted:	6 th February 2019 Standards Committee Meeting Reviewed : Standards Committee Meeting, 18 th September 2019 Reviewed Standards Committee Meeting 30 th November 2021 Reviewed Standards Committee Meeting, 25 th January 2023
To be reviewed:	Autumn 2023
Member of staff responsible:	Exams Officer
Committee Responsible:	Standards

Policy for Appeals On Results At GCSE, AS AND A LEVEL

The school policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel (Pearson); WJEC and others.

This document covers the schools' policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, officers of the school and any other parties involved in awarding matters.

Examinations and Procedures Relating to Results

Examinations policy is decided by the Senior Management Team (SMT) with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. Mrs. H Young the Examinations Officer is responsible to the Head of Centre for the day to day administration of the examinations system.

All candidates will be issued with a guide on results day of what they can do next. The guide outlines the Post Results Services that are available to them should they disagree with a mark or a grade.

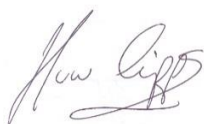
The school undertakes to comply with the published JCQ guidance, given in the code of practice.

Appeals Procedure for Students Following Release of Marks from the Awarding Bodies "Enquiries About Results"

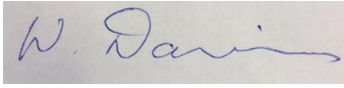
Any student who is unhappy with a mark awarded from an awarding body upon issue of results should follow the following procedure:-

1. Contact subject teacher as soon as possible (but not later than 3 days before the published deadline for Enquiries about Results) in person to discuss mark, raise concerns and discuss the best way forward. The Exams Officer will advise on what options are available to query the mark and the costs involved.
2. Students should be aware the Enquiries about Results (EARs) can result in marks being raised, confirmed or lowered. Students should sign a consent form to confirm that they understand the consequence of an enquiry.
3. Subject teacher to review marks and discuss with HoD to agree the way forward taking into account the break down of marks and grade boundaries and the students predicted grades. If the Department agree to support the enquiry please follow (3) below if not the subject teacher should advise the student as per (4) below.
4. A student may appeal against a decision not to support an EAR. Appeals should be made in writing to the Head Teacher (HT) no later than 5 working days before the published deadline for EARs. The appeal should be in writing and state the full details of the complaint and the reasons for the appeal. The appeal should be signed and dated and include a daytime contact telephone number of the student. This information will be reviewed by the HT or another member of the schools Leadership Group if the HT is unavailable and the outcome of the appeal will be communicated by telephone where possible or 1st class post within 24 hours of receipt. The decision is final.
5. If the subject teams agree that the school supports an enquiry, the request together with the student consent form should be made to the Exams Officer before the published deadline for EARs. The cost of the enquiry will be taken from the departmental budget. If the enquiry is successful. The fee will be refunded.
6. If the school does not support the enquiry, the student may still proceed in some cases (please contact the Exams Officer to check) with the enquiry but all costs involved need to be paid by the student at the time the enquiry is made. No enquiry will be made unless the fees are paid. Requests should be made in person to the Exams Officer before the published deadline for EARS. If the enquiry is successful, the fee will be refunded to the student.
7. Outcomes following EARs will be made in writing by the Exams Officer to the student as soon as they have been received from the Awarding Bodies.

Approved by:



Mr H Cripps, Headteacher

A handwritten signature in blue ink that reads "W. Davies". The signature is written in a cursive style with a long, sweeping underline.

Mr W Davies, Chair of Governors