



Pontypridd High School

Appeals Policy

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

Appeals Policy

Date of policy:	November 2022
Adopted:	8 th September 2020 Standards Committee Meeting Reviewed Standards Committee Meeting 30 th November 2021 Reviews Standards Committee Meeting, 25 th January 2023
To be reviewed:	Autumn 2023
Member of staff responsible:	Exams Officer
Committee Responsible:	Standards

Contents

1 . Introduction	2
2. Examinations and Procedures Relating to Examinations	2
3. Mobile Phones and Examinations	3
4. Internal Assessment.....	3
5. Internal Appeals Procedure For All External Exams.....	4
6. Coursework/Controlled Assessment/NEA Procedure.....	5
7. Assessed GCSE, AS/A Level Coursework, Controlled Assessments, NEA	6
8. Coursework/Controlled Assessment/NEA Appeals Procedure	
9. What the Head of Department must provide for the Appeal Panel	8
10. Policy for Appeals On Results At GCSE, AS AND A LEVEL.....	9
11 . Examinations and Procedures Relating to Results.....	9

1. Introduction

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.

2. Examinations and Procedures Relating to Examinations

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 should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents. All queries of this type must be raised in the first instance with Mrs H Young (Examinations Officer). Should a complaint relating to the administration of some part of the exams process be made against Mrs H Young, this must first be notified to Mr S Diehl, Deputy Head.

*For students studying BTEC qualifications, there is a separate appeals procedure (refer to BTEC student handbook).

At the time of the exams, candidates must be aware of the JCQ 'Warning to Candidates', a copy of which is posted to candidates and displayed outside of each examination room. During examinations, candidates must follow any instructions given to them by the Examinations Officer, member of the Examinations Office staff or any Invigilator present. Candidates must also be aware of the regulations regarding the submission of coursework/controlled assessments, particularly those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

The school undertakes to run the examinations system in accordance with the published JCQ guidance, given in the Instructions for the Conduct of Examinations (I.C.E.) document, and others.

3. Mobile Phones/MP3/MP4's/Watches and Examinations

The possession of a mobile phone, MP3/MP4 player or a watch in an examination room, whether switched on or not, is an offence under JCQ regulations. Failure to observe this regulation can result in the loss of all results for the exam, or for a period of up to 5 years.

4. Internal Assessment

Under section 5, paragraph 5.8 of the Joint Council Code of Practice, the Awarding Bodies require school centres offering their examinations to:

1. have a published appeals procedure relating to internal assessment decisions;
2. make this document available and accessible to candidates.

The Awarding Body will moderate the assessed controlled assessments/coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

The school will ensure that:

1. work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council;
2. at the beginning of the course, candidates are given written guidance about the Awarding Bodies regulations on the production of coursework and controlled assessments and the school's deadlines for submission. Information about the school's appeals procedure, together with this document, will be given at the same time;
3. within each department, candidates will be given adequate and appropriate time to produce controlled assessments/coursework;
4. internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill;

5. the consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary;
6. the staff responsible for internal standardization of a subject will attend any training sessions given by the relevant Awarding Body.

5. Internal Appeals Procedure For All External Exams

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgment themselves.
2. The appeal must be made in writing to the School's Examination Officer by 31st May of the year that the coursework was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend. *For students studying BTEC qualifications, there is a separate appeals procedure (refer to BTEC student handbook).
3. The Headteacher will nominate a senior member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Head of Department or School Governor to act as an independent member will also be on the panel.
4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
5. The panel's findings will be formally reported back to the candidate/parent/care at the beginning on July.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

6. Non-examination assessments/Coursework/Controlled Assessment Procedure

GCSE, BTEC AS and A Level

Pontypridd High School 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 the appropriate knowledge, understanding and skill, and who have been trained in this activity. Pontypridd High School 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 standardization will ensure consistency of marking.

1. Non-examination assessments/Coursework/controlled assessments are defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to a GCSE/ GCE/ BTEC Award.
2. Students must read and understand fully the **Information for Candidates** and **Notice to Candidates** from the Joint Council for Qualifications about Coursework and Controlled Assessment Regulations.
3. Irregularities in any assessment discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
4. An irregularity in any assessment discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
5. Assessments must be handed in by the agreed published departmental deadline.
6. All students are given the same and sufficient time to complete the work.
7. Students are given clear instructions as to the time and place for handing in the work.
8. The work must be handed in by the student to the designated teacher and not given to another student to hand in.
9. If the student is absent from school on the deadline day, a parent or carer must bring the work to school to be handed in to meet the deadline.

10. If it is impossible to deliver the work to school, Mr S Diehl must be contacted by phone by the deadline day for advice.
11. If the assessment work has not been completed by the deadline, the incomplete work must be handed in by the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
12. Normally there will be no extension of an assessment deadline if a student is absent for a day or two during the period that the coursework or controlled assessment is being completed.
13. If there are any special circumstances e.g. play rehearsals or a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Head of Senior School. A note will be given to the HoD and parents to confirm the extension.

7. Non-examination assessments, Coursework and Controlled Assessments

Several subjects have non-examined assessments, coursework or controlled assessment requirement whose marks contribute to the final grade. It is most important that you keep to the deadlines for the submission of all assessments.

Effective time management is very important. Ensure you follow and act upon the advice given to you by your teachers. Ensure you do not spend inappropriate amounts of time on any one single aspect of the overall assessment. It is important that you are aware of:

- The amount of time to be spent on any assessment task
- The need for planning on long term projects
- Any deficiencies highlighted in the monitoring of assessment

Our approach to assessment planning and deadlines is a reflection of the importance of this element of GCSE, AS and A Level courses and our intention to support our students in every way in order to reduce stress and pressure. This is why we have a procedure to ensure that all our students are treated fairly regarding the meeting of coursework and controlled deadlines.

8. Non-examined assessments, Coursework/Controlled Assessment Appeals Procedure

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgments themselves. *For students studying BTEC qualifications, there is a separate appeals procedure (refer to BTEC student handbook).
3. Appeals must be made in writing and as early as possible but before 31st May of the year that the work was assessed to;

Mrs H Young
Examinations Officer
Pontypridd High School
Albion Community Campus
Cilfynydd
Pontypridd
CF37 4SF

4. Pontypridd High School Appeals Procedure is available for inspection.
5. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
6. The head of centre will appoint a senior member of staff, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment procedure for that subject.
7. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
8. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
9. The outcome of the appeal will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

9. What the Head of Department must provide for the Appeal Panel

1. Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed coursework/controlled assessment was discussed and given out to new and existing members of the department. Absentees were given their copy.
 2. The mark scheme or marking criteria for the non-examination assessment, coursework/controlled assessment provided by the Awarding Body.
 3. The departmental mark scheme or marking criteria given to the teachers for marking the coursework/controlled assessment if this differs from that of the Awarding Body.
 4. Dates when the coursework/controlled assessment was set and to be handed in for that student.
 5. Evidence that all teaching groups have been given the same length of time.
 6. The departmental policy for candidates who were absent when the assessment was set or were absent for part of the period during which the assessment was being carried out.
 7. Dates when the assessment was marked by the teachers.
 8. The name of the teacher in charge of the internal standardization.
 9. Evidence that the information from this meeting was disseminated to the department.
 10. Dates(s) for departmental standardization meeting and teacher in attendance.
 11. If the teacher assessing the assessment was absent, what was done to ensure that the information was given to the teacher?
 12. Copy of assessment marks sent to the Awarding Body.
- The above information should be provided in a ring binder.
 - It would be advisable to set up this binder at the beginning of the course and update it each year.
 - If an appeal application is made, the HoD would only have a short time to provide this information for the appeal panel. **Appeals have to be made by 31st May in the year that the work was assessed.**

- The evidence above may only be requested by an Awarding Body inspector visiting the school or the Awarding Body if a parent makes a further appeal against the panel's decision.

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

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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.

11. 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 9.13ii.

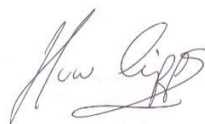
Appeals Procedure for Students Following Release of Marks from the Awarding Bodies "Enquiries About Results"

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

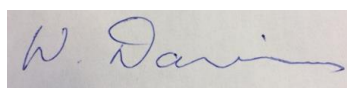
1. Contact subject teacher as soon as possible (*but not later than 3 days before the published deadline for Enquiries about Results*) in person to discuss mark, raise concerns and discuss the best way forward. The Exams Officer will advise on what options are available to query the mark and the costs 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



Mr W Davies, Chair of Governors