



**MATTHEW MOSS  
HIGH SCHOOL**  
*Learning for Life*

Policy No.: 52

Policy: Examination Appeals

Renew Date: September 2019

Policy Name: Examination Appeals

Nominated Lead Member of Staff: Exams Officer / Headteacher

Status:

Review Cycle: 2 Years

Authorisation: Headteacher

Review Date: September 2019

# Examination Appeals

## REVIEWS OF MARKING - CENTRE ASSESSED MARKS

Matthew Moss High School is committed to ensuring that whenever staff mark learners' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

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

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

1. Matthew Moss High School 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. Matthew Moss High School 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. Matthew Moss High School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Matthew Moss High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Matthew Moss High School 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. Requests **must** be made in writing.

6. Matthew Moss High School 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.
7. Matthew Moss High School 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.
8. Matthew Moss High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Matthew Moss High School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. 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 ABOUT EXAMINATION RESULTS**

Enquiries about results may be requested by teaching staff or candidates if there are reasonable grounds for believing there may have been an error in marking. If a candidate wishes to query a result, they must do so as a matter of urgency. Awarding Bodies set very strict deadlines for any enquiries. These deadlines and associated costs will be published on results days.

Any query should first be discussed with the appropriate subject teacher.

The following Enquiries about Results (EAR's) are available:

1. Service 1 – Re-check of all clerical procedures leading to a result
2. Service 2 – Post-results review of the original marking to ensure the agreed mark scheme has been applied correctly
4. Service 3 – Post-results review of moderation to ensure the assessment criteria

5. has been fairly, reliably and consistently applied (No candidates consent is required).

The following Access to Scripts (ATS) options are available:

1. A photocopy of scripts after Service 1 or service 2 has occurred
2. Original scripts can be returned

The Examinations Office should be approached by either the teacher or student to submit the enquiry or ATS request. The outcome of the EAR will be communicated to the original requestor.

For all EAR's the learner will be required to sign a consent form to acknowledge understanding that his/her grade may be confirmed, raised or lowered.

If this is requested by the Head of Faculty or the Head of Centre, the appeal will be made at the centres' expense.

If the candidate requests the appeal and the Head of Faculty and Examinations Officer do not agree, the appeal can still proceed but in this case it will be at the candidate's expense.

Please note: each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Each awarding body have their own fees and so the expense will depend upon the appeal paper. Appeals against matters outside Matthew Moss High School will not be considered in the school's appeals procedure.