

Appeals Procedure Policy – External Examinations

THE HUB SCHOOL



Transforming Lives

Approved by:

A handwritten signature in black ink that reads "M. W. Green." with a horizontal line underneath.

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1. Introduction

We hope that all of our students are happy with their examination results but recognised that there are a very small number of cases where a result falls significantly below that expected. The procedures for investigating any concerns are outlined below.

2. Coursework

You cannot appeal against the mark or grade that you have been given, but you may appeal against the process by which it has been awarded, if, for example, you believe that you have been treated unfairly or the specification criteria have not been applied correctly.

1. Raise the issue with your subject teacher. They will explain why the mark has been awarded and how you could have scored more marks. In some cases it may still be possible to upgrade the work.
2. If you are still unhappy after speaking to your subject tutor see the Teacher in Charge of Key Stage 4 and they will arrange for the assessment to be checked by another teacher from within the school.
3. If you are still dissatisfied after speaking to the Teacher in Charge of KS4, see one of the Examinations Team in order that they can try to help to resolve the situation. If they are unable to do so, they can (in consultation with the Head Teacher as Head of Centre) convene a formal panel to adjudicate. The panel will normally consist of two teachers of that subject, one being the Teacher in Charge of KS4 (unless they are the teacher whose marking is in dispute) and a member of the Senior Leadership Team. If there are not a sufficient number of uninvolved teachers of the subject on the staff, mutually acceptable *ad hoc* arrangements will be made by discussion with all of the interested parties.
4. In extreme cases, appeals regarding coursework marks can be made to the Awarding Body in question. The Examinations Office can give you details of how to proceed if this proves necessary. You should be aware that such appeals can be expensive, and if they are not supported by the School, you will have to pay in advance, and only if the appeal is successful will your payment be refunded.

3. Examination Marks

1. Raise the issue with your subject teacher or the Head of the relevant department as soon as possible. They will check your marks and how they compare with your Trial Examination results and predicated grade, and also how close you came to the grade boundaries (experience has shown that very few re-marks raise the total by more than 1 or 2 marks).
2. If your teacher feels that there are grounds for an ‘appeal’ the Examinations Officer will arrange this. Teachers may also suggest “appeals” for some candidates. **Written permission and acknowledgement of the risks from you will be required for any re-mark as the score (and therefore grade) can go down as well as up.**

3. If the school does not feel that it can support an 'appeal' you can still have the work re-marked by the examination board but you will have to pay for this in advance. The fee is refunded if the appeal is successful in increasing the final grade. **Written permission from you and acknowledgement of the risks will be required for any re-mark as the score (and therefore grade) can go down as well as up.**
4. All 'appeals' must be sent within 3 weeks of the results being issued. It may take a further 6 weeks for the result of the appeal to be known and in the interim period the original result will stand. The new result replaces the original one, regardless of the outcome, and no further appeal is permitted under the regulations.

