Ysgol Gyfun Gymraeg Glantaf

Academic Appeals Policy

Approved by: Governing Body of Ysgol Gyfun Gymraeg Glantaf
Date of Approval:
Revision Date:

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The Appeals Policy is divided into two parts:

1. Policy on Internal Assessments for External Qualifications
2. Policy on External Assessments for External Qualifications (Post Results Service)

Appendix 1: Internal Appeals Form.

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1. Internal Appeals Policy for External Qualifications

Ysgol Gyfun Gymraeg Glantaf is committed to ensuring that:

- Internal assessments are carried out by members of teaching staff who have the appropriate knowledge, understanding and skills and are trained in this area.
- Assessment evidence from students is submitted and validated in accordance with the requirements of the relevant awarding body.
- Consistency of internal assessments is maintained by internal standardisation and moderation processes.
- All student work assessed by teaching staff for external qualifications is conducted in a fair and consistent manner and in accordance with the rules and regulations of the specification relating to the qualification.

Review of marked work – centre assessed marks (GCSE / GCE Controlled Assessments and Coursework, Level 1/2/3 qualifications and any other centre assessed work)

Ysgol Gyfun Gymraeg Glantaf will:

- Ensure that students are informed of the marks awarded in tasks assessed by the centre so that they have the opportunity to submit a request for a review of marking within 5 working days.
- Inform the candidates that the 5 working days commence from the date with which the centre mark is shared with them. Applications will not be accepted after this date. All applications must be submitted in writing via email from the candidate's HWB account.
- Inform candidates that they can request copies of the relevant materials to help them decide whether they wish to request a review of marking.
- Provide copies of the materials to the candidates in a timely manner upon receipt of such request.
- Ensure that there is sufficient time to carry out the review, make any necessary changes to marks and inform the candidates of the result before the awarding body's deadline.
- Make it clear to the candidates that the mark can be raised, confirmed or lowered following a review of the marking.

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The Review Process

The school will:

- Ensure that the review is carried out by a qualified assessor who has not been involved in the original marking process or has a personal interest in the review.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- Notify the student in writing by email of the outcome of the review.
- Inform the Head of the Centre of the outcome of the review. A written record of the process will be kept and will be available to the awarding body on request.

It is important to note that the awarding body's standardisation process can result in marks being changed, either up or down, even after an internal review has been completed. The internal review process ensures consistency within the centre, while the awarding body's standardisation process ensures compliance with national standards. Therefore, the mark submitted to the awarding body should be considered a provisional mark.

Note to Students

If students have any concerns about the procedures used to assess internally assessed work as part of a qualification, for example coursework, portfolios or controlled assessments, they should discuss the matter with the relevant Head of Department immediately. Subsequently, If the matter is still unresolved, the student concerned may use the formal appeals procedure.

JCQ (Joint Council for Qualifications) state the following:

- "The work you submit for assessment should be of yours."
- "You should not copy someone else nor allow someone else to copy you."
- "If you copy other people's words or ideas and do not show your sources in references and bibliography, this will be counted as cheating or malpractice."

Teachers have the right to refuse a student's work on the grounds of malpractice if any of the above regulations are breached.

The student, the student's parent or guardian has the right to appeal any decisions to reject the work of a student who has been assessed internally on the grounds of malpractice.

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2. Policy on External Assessments for External Qualifications (Post Results Service)

The Post Results Service (PRS) is available from awarding bodies following the publication of results.

Any student wishing to **enquire** about a mark or grade awarded by an awarding body should follow the following procedure:

- Contact the Examinations Officer as soon as possible, and at least five working days before the official deadline. The student will be advised on the options available and the associated costs.
- Students should be aware that a review may result in an increase, confirmation or decrease of a mark or grade.
- The student must sign a consent form to confirm an understanding of the potential outcomes. Consent forms are issued by the Examinations Officer and will be held securely by the centre for 6 months post exam season.

If the student wishes to **proceed** with the review:

- The application and consent form should be submitted before the deadline.
- The student will pay the fee through ParentPay. No application will be processed until the fee has been paid.
- The results of any post results review shall be forwarded to the student as soon as the Examinations Officer receives them from the Awarding Body.
- If the application for review is successful, the fee will be refunded to the student.

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Appendix 1

Review of Non-Exam Assessment Marks

Centre Number

Ysgol Gyfun Gymraeg Glantaf

6	**8**	**7**	**2**	**4**

The details you submit on this form, or attach to it, will form the basis of the case for review.

Fill in below the details for the non-exam assessment marks you wish to apply for review:

Candidate Name:

Candidate Number:

Title and level of qualification:

Grounds for review:

Please state your reasons for this review, continuing on the next page if necessary, and attach all documentation supporting your application:

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- I understand that the process will not proceed if there is no basis for the review.
- I understand that the mark awarded to my work following this review of marking may be **lower than, higher than, or the same as** the mark originally shared with me.
- I understand that the mark of the review will be the final mark submitted to WJEC.

Signed: **Date:**

(Candidate)

Please return the completed form and send it from your personal Hwb email account to adolygiad@glantaf.cymru (we will not respond to any request sent from another email account).

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For office use only	
Date marks were shared:	**Signature:**
Date application for review was received:	**Signature:**
Basis for review accepted:	**Yes ☐** **No ☐**
Details:	

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