

Ysgol Gyfun Gymraeg Glantaf



Academic Appeals Policy

The Policy on Appeals is in two parts:

1. Policy on Internal Assessments for External Qualifications
2. Policy on External Assessments for External Qualifications
(Post Results Service- Enquiries – PRS)

Appendix 1 – Internal Appeals Form

Internal Appeals Policy for External Qualifications

Ysgol Gyfun Gymraeg Glantaf is committed to ensuring that:

- a. Internal assessments are carried out by members of teaching staff who have the appropriate knowledge, understanding and skills and are trained in this area.
- b. Assessment evidence from applicants is submitted and validated in accordance with the requirements of the Adjudicating Body for the subject matter.
- c. That consistency of internal assessments is maintained by internal moderation and standardisation processes.
- d. That 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 Controlled Assessments, GCSE Coursework, GCE and GCSE Unaudited and Project qualifications)

Ysgol Gyfun Gymraeg Glantaf will:

- e. ensure that applicants are informed of their marks assessed at a centre so that they can request a review of the centre's marking work before the marks are submitted to the awarding body.
- f. inform applicants that they can apply for copies of materials to help them consider whether to apply for a review of the centre's marking work in relation to the assessment.
- g. After receiving a request for copies of materials, make them available to the applicant in a timely manner.
- h. give applicants enough time to allow them to review copies of materials and reach a decision.

- a. set a clear deadline for applicants to submit an application for review of the centre's marking work. Applications will not be accepted after this deadline. All requests must be made in writing.
 - i. to allow sufficient time to conduct the review, to make any necessary changes to marks and to inform the applicant of the result, before the awarding body's deadline. time limit of the awarding body.
 - b. ensure that the review of marking is conducted by an assessor with appropriate competence, who has not previously taken the process of assessing that candidate and has no vested interest in the review.
 - c. instruct the reviewer to ensure that the applicant's mark is consistent with the standard set by the centre.
 - d. inform the applicant in writing of the outcome of the review of the centre's marking.
- j. The head of the centre will be informed of the outcome of the review of the centre's marking. A written record of the review will be kept and given to the adjudicating body on request.

The standardisation process undertaken by the awarding bodies may result in marks being changed, up or down, even after an internal review. The internal review process is in place to ensure consistency in the centre's marking work, while the awarding body's standardisation process ensures that the centre's marking works comply with national standards. The mark presented to the awarding body may change and should therefore be considered a temporary mark.

Note to Students

- A. If students have has any concerns about the procedures used to assess internally assessed work for public examinations e.g. exam assessments/coursework/portfolios, they should discuss the matter with the Head of Department immediately. Subsequently, if the mater is still unresolved, the student concerned may use the formal appeal procedure.
- B. The regulations for GCSE, GCE, Entry Level and Project Qualifications Coursework Assignments and GCSE Non-Experiential Assessments state the following:
 - o "The work you submit for assessment should be of yours"
 - o "You should not copy someone else nor should you let someone else copy you"
 - o "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 an applicant who has been assessed internally on the grounds of malpractice.

2. Policy on External Assessments for External Qualifications

[Post Results Service]

The Post Results Service (PRS) service after the results is available from all awarding bodies following the publication of the results. Full details are provided by your exam officer.

Any student who wishes to enquire about a mark/grade awarded by an Adjudicating Body after receiving the results should follow the following procedure:

- I. Contact the Examinations Officer and subject teacher as soon as possible [but at least **5 working days before the published deadline for PRS**] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to enquire regarding the mark/grade and the costs involved.
- II. Students should be aware that PRS can result in marks/grades being raised/confirmed or lowered. Students must sign a consent form to confirm that they understand the possible outcomes. Consent forms are issued by the Examinations Officer and will be held securely by the centre for 6 months post exam season.
- III. The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on the appropriate course of action taking into account the expected mark analysis, grade boundaries and grades of the student.

If the Department agrees to support the re-mark of a script:

- a. The application, along with the student's consent form should be submitted to the Examinations Officer **before the announced PRS deadline**. The department will pay the costs of the enquiry. If the re-mark is successful, the fee will be refunded.

If the Department does not agree to support the re-mark:

- b. The student can continue with the request to re-mark but all costs will be paid by the student. No request will be processed until fees are paid. Applications must be made in-person to the Examinations Officer **before the announced deadline for PRS**. If the enquiry is successful, the fee will be refunded to the student. Fees will usually be paid through Parent Pay.

- c. If the student/parent/carer has reasons to appeal the decision of the awarding body, appeals should be made in writing to the Examinations Officer, at least **5 working days before the announced PRS deadline**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should have contact details of the student, parent or carer. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; The outcome of the appeal will be notified by telephone and email within 48 hours of receipt. The decision is final.

IV. The results of any PRS shall be forwarded by the Examinations Officer to the student as soon as he receives them from the Awarding Bodies. If the department has paid the fees, the result is usually forwarded to the Head of Department to discuss with the pupil.

Appendix 1

Internal Appeals Form

- o Appeals against Internal Assessments for External Qualifications
- o Appeal against the Policy on External Assessments for External Qualifications [Results Enquiries - YAG]

Applicant's Name			
Applicant No.			
Subject			
Paper Title/Reference Number			
Explain your reasons for appealing			
For office use only			
Admission Date:		Signature:	
Result Date:		Signature:	
Details of the result:			

