

# OLDHAM HULME GRAMMAR SCHOOL

## INTERNAL APPEALS POLICY

*This policy is applicable from EYFS through to year 13*

### **Appeals relating to internal assessment decisions**

Oldham Hulme Grammar School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with our Non-Examination Assessment Policy.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. We are 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 standardisation will ensure consistency of marking.

We will ensure that candidates are informed of their centre assessed marks before they are submitted to the awarding body.

Grounds for requesting a review of marks

On being informed of their centre assessed marks, if a candidate believes that either:

- the assessor has not followed due procedures
- the assessor has not properly applied the mark scheme
- there has been an administration error then he/she may make use of the following procedure to request a review of the centre's marking. The candidate must detail clearly and concisely the grounds for the request on the request form.

### **Procedure to request a review of centre assessed marks**

- A request for a review of centre marks must be made on the form below.
- A candidate may also request us to provide them with copies of materials to assist them in considering whether to request a review. We will provide such copies as long as the information requested is not confidential, does not breach copyright and is not readily available in the public domain.
- Requests must be made within 48 hours of disclosure of the candidate's individual mark.
- If the grounds for requesting a review are accepted, we 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.
- We 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.
- We will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate will be informed in writing of the outcome of the review of the centre's marking.
- The outcome of the review will be made known to the head of centre and will be logged. A written record will be kept and made available to the awarding body upon request.
- If the grounds for requesting a review are not accepted, we will inform the candidate in writing.

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 therefore must be considered provisional.

### **Appeals procedure against centre decisions not to support a review of results**

Following the issue of results, the general qualification awarding bodies offer post-results services. Full details of these services, internal deadlines for requesting a service and fees charged will be provided by the examination manager .

The service, *review of results* (RORs), may be requested by centre staff or candidates (or their parents/carers) if there are reasonable grounds for believing there has been an error in marking.

If a query is raised about a particular examination result, the examinations manager , teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre's expense.

When Oldham Hulme Grammar School does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting a ROR.

### **Appeals procedure following the outcome of a review of results**

Where the head of centre remains dissatisfied after receiving the outcome of a RORs, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Where the head of centre is satisfied after receiving the outcome of a ROR, but the internal candidates and/or their parents/carers are not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates, parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within **10 calendar days** of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission on the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

### **Appeals regarding centre decisions relating to access arrangements and special consideration**

Oldham Hulme Grammar School will comply with the principles and regulations governing access arrangements and special consideration set out in the [JCQ publications Access Arrangements and Reasonable Adjustments and A guide to the special consideration process](#).

### **Access arrangements and reasonable adjustments**

In accordance with the regulations, Oldham Hulme Grammar School:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

### **Special consideration**

Where Oldham Hulme Grammar School can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

### **Centre decisions relating to access arrangements, reasonable adjustments and special consideration**

This may include our decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where Oldham Hulme Grammar School makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates. If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted by using the form below.

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

**Appeals regarding centre decisions relating to other administrative issues**

Circumstances may arise that cause Oldham Hulme Grammar School to make decisions on administrative issues that may affect a candidate's examinations/assessments. If a candidate who is the subject of the relevant decision (or candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with the regulations or followed due process, a written request setting out the grounds for appeal should be submitted on the form below.



## **Ofqual**

- **GCSE (9 to 1) qualification-level conditions and requirements**  
**<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>**
- **GCE qualification-level conditions and requirements** **<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>**

**Internal Appeals against Assessment Decisions policy reviewed: April 2023**

**Next Review Due: April 2024**