



Coursework and Controlled Assessments Appeals and Remarks Policy

Policy Type	Regulatory
Last Review	Spring 2019
Next Review	Spring 2020

Coursework and Controlled Assessments Appeals and Remarks Policy

Haberdashers' Aske's School for Girls is committed to ensuring that whenever its staff assess pupils' work for external examination, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Pupils' work should be produced and authenticated according to the requirements of the examinations board.

Where a set of work is divided between staff, consistency should be ensured by internal moderation and standardization. If a pupil feels that this may not have happened in relation to her work she may make use of this appeals procedure.

Note that appeals may only be made against the process that led to the assessment and not against the mark or grade. The procedure is available from the School Office and is posted on the Examinations notice board. It is also available on the school's intranet.

- Any appeal must be made as soon as possible and by 15th May of the academic year in which the work is to be submitted to the awarding body.
- All appeals should be addressed in writing to the Senior Deputy Head and should state the details of the complaint and the reasons for the appeal. The Senior Deputy Head will manage the process but may delegate this to the Examinations Office or another senior colleague.
- The member of staff concerned in marking the assessment which is the subject of the appeal will be given a copy of the appeal and have the opportunity to respond in writing. This will normally be done within a week. A copy of the response will be sent to the candidate.
- If the candidate is not happy with the written response received, she will have the opportunity of a personal hearing. She should make this request in writing addressed to the Senior Deputy Head within 10 school days of receiving the written response. She will be given reasonable notice of the hearing date, which will be as soon as is reasonably practicable, and will have sight of all documents relevant to the case in advance of the hearing. If she is presenting her own case she may be accompanied at the hearing by a (single) parent, carer or friend.
- The hearing will be conducted by at least three members of school staff, including the Senior Deputy Head or the Examinations Officer together with two other members of staff (of Head of Department seniority or above) unconnected with the subject under appeal. This panel will decide whether the process for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of QCA. This will be done before the end of the series.
- The pupil and, if appropriate, her parent(s) or carer(s), will be informed of the outcome of the appeal, and the reasons for that outcome, including any correspondence with the board, any changes made to the assessment of the work concerned, and any changes made to improve matters for the future within 10 working days of the hearing.
- The outcome of the appeal will be made known to the Headmistress and will be logged as a complaint under the complaints procedure. A written record of the appeal will be kept, to include the outcome of the appeal and the reasons for that outcome. It will be made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed. Should there be any change to the internally assessed mark as a result of the appeal, the Awarding Body will be informed immediately.

After work has been assessed internally, it is moderated by the awarding body (examination board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the Haberdashers' Aske's School for Girls and is not covered by this procedure. If there are concerns about it, the pupil should ask the Examinations Officer for a copy of the appeals procedure of the relevant examinations board.

Coursework deadlines

- These should be publicised in advance to pupils by subject departments and should be regarded as absolute
- Where there are significant extenuating circumstances, such as serious illness or bereavement, extensions to coursework deadlines may be allowed. A letter to the relevant Section Head explaining these circumstances and accompanied in the case of illness by a medical certificate should be sent by the parents of the pupil in question. The Section Head will then decide whether an extension should be given and inform the girl concerned
- Where agreement cannot be reached about setting an extended deadline, the matter will be referred to the Senior Deputy Head or the Deputy Head (Pastoral).

Enquiries about Results (EARs)

Candidates may seek advice about the suitability of making an enquiry about results from their subject teacher, the head of the relevant department, section head or the examinations office. The decision as to whether to proceed rests with the candidate and their parent(s) or carer(s).

Should the Head of Department or Headmistress feel that a re-mark is not in the best interest of the candidate the request may be declined. In this case the candidate or parents may appeal this decision in writing within 7 days. The HoD or headmistress will respond in writing to this appeal in the first instance/ in the event that no agreement can be reached, the parent will have the opportunity to present their case at a hearing as above.

In instances where there are only a few marks separating a grade boundary the candidate will be advised by the school not to apply for a re-mark.

In all cases the enquiry will be funded by the candidate, although when appeals are successful, awarding bodies waive re-mark fees. There is no extra administration fee.

It should be pointed out that very few re-marks result in a change of grade, and the likelihood has reduced in recent years with the arrival of online marking, which is more thoroughly checked. Our general recommendation is that candidates should only request re-marks when a few marks away from the grade boundary. Subject teachers can advise as to the position of grade boundaries. Furthermore, grades can go down as well as up.

The specific nature of the enquiry will depend on the level of examination, but in all cases deadlines are final and no applications will be accepted after these dates.

Procedure for Students

This set of advice/instructions is given to the students:

For GCSE, complete the relevant form available from the school office, the Exam Support Team/Exams Officer, or download a GCSE form from the hub. The earlier your application is submitted, the sooner you will receive a reply. Replies can take up to 40 days. The deadline for this is generally the second Monday of the autumn term and is posted on the intranet.

For A Level, the type of enquiry that you wish to make will depend on your situation. However, for each type of enquiry, you will need to complete the relevant form available from the school office, Exams Support Team/Exams Officer, or the hub and return it by the date posted.

- If your university place is for September/October this year and is dependent on your A level results it is possible to have a priority review. These should be completed within 20 days of the receipt of the enquiry request, but you cannot rely on this. Not all enquiries will be answered by 31/8. You must move very quickly, as applications have to be in within a week of results day. You must fill in the appropriate form and return it one week after results published at the very latest.
- If you do not require a priority review and are uncertain about whether to ask for one you may wish to ask for a photocopy of your script, which you can then discuss with the subject teacher before deciding. You need to fill in the relevant form for this and the deadline is also one week after results are published.
- If you decide to ask for a review (non-priority), fill in the relevant form. This must usually be returned within a month of the original results published. The earlier your application is submitted, the sooner you will receive a reply. Replies can take up to 40 days. The deadline for this is generally the second Monday of the autumn term and is posted on the intranet.

For coursework the procedure differs significantly for those situations where an enquiry about a coursework result would lead to a batch of work being re-submitted to the exam board. Under these circumstances, the final decision as to whether to go ahead with such an enquiry rests with the Headmistress and Senior Deputy Head.

