



## KESGRAVE HIGH SCHOOL

### EXAMINATION APPEALS POLICY

#### A Code of Practice

This document explains the process we follow when pursuing an appeal against an examination result.

#### 1. SCHOOL PROCEDURE

Following the examination results (August for GCSE and AS and A2 Level), Subject Leaders will analyse results and rapidly identify any results which appear to be erratic for individual students, or clusters of students, or sometimes whole subject entries. Following consultation with the Subject Teacher/Student, an appeal may be pursued, although the approval of the student has to be obtained before an appeal is pursued, as grades can go down as well as up. A candidate consent form (obtainable from Mr G Bolton) must be signed by the candidate and their carer. (The Department will pay the costs incurred for unsuccessful appeals). Detailed procedures are held by Mr G Bolton (Examinations Officer), who submits the forms, or applies online to the Exam Boards.

#### 2. OPTIONS AVAILABLE

In brief:

Service 1	Clerical re-check
Service	2a Re-mark (by a Senior Examiner) 2b Re-mark for a group of 5 or more. These services all include the option of paying for the script to be returned
Service 3	Re-moderation of coursework. This is a review of the original moderation and only includes the students in the original sample. It is not available if the centres marks have been accepted.

The deadlines for submission of requests must be met, as awarding bodies will not process them at a later date. (Please see internal guidelines for declining grades at A Level).

3. Depending upon the outcomes of the submission, further appeals can be made regarding the re-marking process.

*'more than just a school'*



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### 4. CANDIDATE/CARER PROCEDURES

Candidates and/or carers may wish to raise their concern with subject grades, and should usually approach the Subject Leader, or the Head of Year where several subjects are involved.

The Subject Leader, in consultation with the relevant teaching staff, will then make a judgement whether an appeal is justified, and follow the process identified in 1 – 3 above where the Department agrees that it is justified to pursue an enquiry. The Department will bear the costs of the submission (where the appeal is successful, no costs are incurred).

Should the Department not agree that an appeal is justified, and then they will advise the pupil and carer, and explain that they are unable to support the appeal? In these circumstances the carer can approach the Examinations Officer to request a private submission, which must be paid for in advance by the carer. (Should the submission be successful, then the cost will be refunded). A candidate consent form (obtainable from Mr G Bolton) must be signed by the candidate and their carer. The Examinations Officer will handle the submission, and advise on the deadlines and costs involved.

Should the carer have a complaint about the appeals process, regarding a disagreement with a Department, this should be passed to the Examinations Officer, who will involve the Faculty Leader or a member of the Leadership Team as appropriate, to investigate and report back to the carer in writing.

Code of Practice to be available from the Examinations Office, Reception, and mentioned briefly in Examination details for pupils and carers.

Date of Policy June 2014

Annually reviewed to reflect changes in examination boards' procedures.

Reviewer: Examinations Secretary.