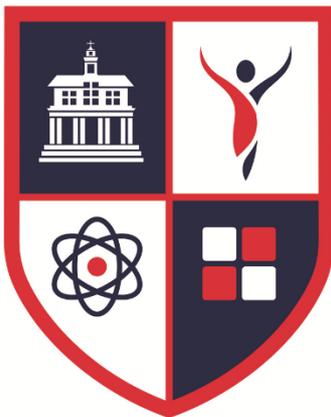




CHILDWALL
SPORTS &
SCIENCE ACADEMY

Appeals against Internal Assessments



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LYDIATE
LEARNING TRUST

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Appeals against Internal Assessments in External Qualifications

Purpose

This policy is aimed at all staff and learners involved in the examinations process including the delivery of the course and administration.

The purpose of this policy is to set out the process of dealing with and responding to appeals. Also, this policy ensures that consistency is maintained across all appeals made.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

Examination Officer: Mrs N Blanchard

Childwall Sports and Science Academy is committed to assessing the work of candidates in a professional way according to the exam board specification and requirements. If at any stage during your exam courses you have concerns about the procedure used in assessing your internally marked work for public exams (e.g. coursework/portfolio/projects) then you **MUST** initially discuss this with your subject teacher. The subject teacher will then review the work with the relevant Head of Department. Hopefully this will resolve the issue.

If the matter is not resolved, then you should see the Examinations Officer as soon as possible to discuss whether a formal appeal be made. Any appeal is very much a last resort, and a request for an appeal will not be accepted unless these initial avenues have first been explored. It is expected that appeals will be extremely rare.

The candidate may use the formal appeal procedure described below.

The Appeals Procedure

Stage One	Discuss all your concerns with your teacher (see 1)
Stage Two	If you remain concerned after Stage One, write to the Exams Officer (see 2)
Stage Three	The Principal will arrange a School Review (see 3)
Stage Four	If you remain concerned after Stage Three you may write to the Principal asking for a Governors Curriculum Committee Appeal (see 4)

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1. **Stage One** is very important and you are encouraged to talk through any concerns with your teacher. Please also make sure that at this stage you let your teacher know if any personal circumstances that need to be taken into account well in advance of any submission date, with relevant supporting evidence. For further clarification on this matter you should seek the advice of the Examinations Officer.

2. **Stage Two** requires you to write to the Examinations Officer within 7 days of discussion/review. You should include in your letter:

- Information to help us identify the assessment decision you have concerns about e.g. course, unit, outcome and teacher.
- Exactly what are your concerns.

Send your letter to:

Mrs. N. Blanchard, Examinations Officer, Childwall Sports and Science Academy, Childwall, Liverpool, L15 6XZ

Within 5 days the Examinations Officer will acknowledge your letter and give a copy to the Principal.

3. **Stage Three** is the School's Appeal and the Principal will arrange, within 10 days, for your teacher to meet with an Internal Moderator and the Head of Department to discuss your concerns and to review the assessment decision. Immediately after the review the Principal will write to you to inform you of the decision.

4. **Stage Four** is an appeal to the Governors Curriculum Committee. The grounds for appeal are:

- Irregularities in the School appeal process.
- Irregularities in the School procedures for assessing candidate evidence.
- Irregularities in the procedures for processing candidate results.

Please write to the Principal within 10 days of receiving the School Review decision. State clearly your concerns.

Send your letter to Mr. J. Kerfoot, Principal at the school address.

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The Appeals Sub-group of the Governors Curriculum Committee will not include any members of staff involved in the earlier stages of the appeal although these staff may attend the meeting. You can also attend and explain your concerns directly to the Appeals Sub-group and/or you may submit additional information. You can be accompanied at the meeting by an appropriate person e.g. Parent/Guardian.

Immediately after the meeting the Principal will write informing you of the final decision.

Enquiries about Results

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged. (See section 6 of Exam policy: Exam fees)

Access to Scripts

- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.
- If a result is queried, the Exams Office, Teaching Staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned.

Appeals Against BCS Qualifications

Appeals made against BCS qualifications should follow the same guidance stated in our appeals procedure in conjunction with the BCS Learner Appeals Policy.

Learners undertaking automated tests who appeal will discuss with the exam officer/teacher the assessment report produced from the testing software. In addition, an action plan will be devised and further assessments will be scheduled if necessary.

If the appeal is not resolved at the centre learners can choose to appeal to BCS. Learner appeals must be made within 20 days of the assessment and they are entitled to be represented if they wish

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