

## Appeals (Examination and Qualification Grades) Policy

Policy Code:	TL2
Policy Start Date:	March 2023
Policy Review Date:	March 2026

Please read this policy in conjunction with the policies listed below:

- TL1 Access to Fair Assessment Policy
- TL9 Policy for the Conduct and Administration of Exams
- VO10 BTEC Procedures Policy

## **1. Policy Statement**

- 1.1 All students at The Priory Federation of Academies (The Trust) have the right to make an appeal about any of the marks received for the qualifications they are undertaking.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire SCITT.
- 1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time.

## **2. Roles, Responsibilities and Implementation**

- 2.1 The Education and Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Education and Standards Committee delegates day-to-day responsibility for operating the policy and ensuring its implementation, review and maintenance to the Federation Examinations Manager.
- 2.2 Leaders and managers have a specific responsibility to ensure the fair application of this policy. All members of staff are responsible for supporting colleagues in ensuring its success.

## **3. Aims**

- 3.1 This policy addresses the situation where a student may wish to appeal against a grade he/she has received for an external qualification, for a mark awarded by a teacher for a particular grade for the coursework or internal assessment marks awarded. It also covers where a student has applied for a post-results service Enquiry about Results (EAR) but is still not satisfied with the outcome.

## **4. Appeals against assessments made by academy staff**

- 4.1 The Federation Examinations Manager is in overall charge of managing appeals relating to internal assessments.

- 4.2 If a student wishes to appeal about his/her internal assessment marks then the following procedures will be followed:
- (a) An initial conversation between the teacher and the student may be able to resolve any queries before it reaches the more formal part of the process.
  - (b) If this fails and the student wishes to continue the appeal should be made in writing to the Federation Examinations Manager, or the Head of Centre for the Academy at which the student is enrolled, stating the details of the course, assessment and grade awarded and the reasons for the appeal.
  - (c) The Head of Centre should notify the Federation Examinations Manager, the Federation Examinations Manager will then contact the teacher involved to begin the process
  - (d) The appeal must be submitted before the end of the first week in May (summer season) of the year in which the written examinations are taken and before marks are submitted to the awarding bodies.
- 4.3 The teacher(s) who marked the assessment which is the subject of the appeal will respond to the appeal in writing to the Federation Examinations Manager; a copy will be given to the candidate.
- 4.4 If the candidate is not happy with the written response they have received then they may request a personal hearing before an appeals panel.
- (a) The appeals panel will consist of the Federation Examinations Manager and two of the following from the relevant Academy – the Head of Centre, the Examinations Officer, the Head of Year / Year Director, the SLT representative, a Governor.
  - (b) The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
  - (d) The candidate will be given at least two days' notice of the hearing date.
  - (d) A breakdown of the marks awarded will be given to the candidate in advance of the appeal.

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- (e) The candidate may bring a parent/carer or other adult supporter to the hearing.
  - (f) The teacher(s) involved will be present at the hearing.
  - (g) The decision will be made following the appeal hearing once the candidate and the teacher have left. The decision will be made by those on the panel.
- 4.5
- (a) The Federation Examinations Manager will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
  - (b) Each academy will maintain a written record of all appeals.

## **5. Enquiries About Results**

- 5.1 Students who are unhappy about a result may apply for an Enquiry About Result (EAR) to the Exam Board. This must be done through the Exams Office and written permission must be given to allow the Exams Office to proceed, as marks can go down as well as up. This must be done within the Exam Board deadlines following the release of results to students.
- 5.2 Payment may be required from the student for all qualification requests.
- 5.3 The Exams Officer will relay the outcome of the re-mark to the student and the subject department once known in school.
- 5.4 The awarding body will make a charge for the re-mark. This will be refunded if the EAR results in an increase in the student's grade and any fees paid by the student will be refunded.

## **6. Appeals against Enquiries About Results Stage 1**

- 6.1 Following a re-mark a student who is still not happy with the outcome may request a Stage 1 appeal. The final decision on whether to appeal an EAR outcome will be made by the Head of Centre and processed by the Exams Officer.
- 6.2 The request by the student must be within 14 days of the outcome of the EAR and must in writing. Following approval from the Head of Centre the written request will be put forward to the Exams Board.

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6.3 The outcome of the appeal will be relayed to the student and the subject department by the Exams Officer.

6.4 The cost of the Appeal will be borne by the academy applying for it.

## **7. Appeals against a Stage 1 Outcome**

7.1 Following on from the outcome of the Stage 1 appeal the final option is a Stage 2 appeal. Again this can only be authorised by the Head of Centre.

7.2 Written evidence of the reason for appeal will be required and must be submitted to the Exam Board within 14 days of the outcome of the Stage 1 appeal.

7.3 The Exam Board may request that the Head of Centre or representative from the subject department attend a hearing set up by the Exam Board to receive evidence.

7.4 The outcome of the Stage 2 appeal will be made in writing to the Head of Centre and this will be communicated to the Student through the Exam Officer.

7.5 The cost of the stage 2 appeal will be borne by the academy applying for it.

## **8. Policy changes**

8.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

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## **The Priory Federation of Academies Trust Appeals Policy**

This Policy has been approved by the Priory Federation of Academies' Education and Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.