



Exams Internal Appeals Procedure

Date of original policy	September 2018
Date of review	March 2020
Date approved by Executive Headteacher	March 2020
Date Approved by Management Committee	
Signature of Chair of Management Committee	
Date of next review	September 2020

Note: the PRU operates with a Management Committee as its governing body. For all references to Governing Body and Governors in this document the duties and responsibilities will be carried out by the PRU Management Committee and its members.

Candidates and/or their parents/guardians are not able to appeal direction to the awarding body. All appeals must be made through the Head of Centre.

1. Appeals procedure against internal assessment marks

Central Hub Brighton is committed to ensuring that whenever its staff marks candidates' work this is done fairly, consistently and in accordance with the regulations and awarding body's specifications and subject-specific associated documents.

Candidate's work will be marked by staff who have appropriate knowledge, understanding and skill and who have been trained in this activity. Work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one teacher is involved in marking candidates work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may or may not have happened in relation to his/her work, they may wish to use this appeals procedure.

NOTE: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body.

1. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of Centre marks to the awarding body.
 2. Appeals must be made in writing using the internal appeals form.
 3. The HoC will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
 4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject-specific associated documents.
 5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to internal assessment procedures.
 6. The outcome of the appeal will be made known to the HoC and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed. After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of Central Hub Brighton and is not covered by this procedure.
- 2. Appeals procedure against Centre decisions not to support an enquiry about 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 are provided by the EO. Further details can be found in the Examination Policy.

These services, enquiries about results (EARs), may be requested by Centre staff or candidates (or their parents/guardians). (EAR service 3 is not available to individual candidates). If a query is raised about a particular examination result, the EO, teaching staff of the HoC, as appropriate, will investigate the appropriateness of requesting an enquiry at the candidate's expense. In the exceptional case that the school does not think an EAR is in the best interest of the candidate, the school will decline the request. If the candidate (or their parent/guardian) 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 an EAR. In response the HoC will appoint a senior member of staff to conduct the investigation.

3. Appeals procedure following the outcome of an enquiry about results

Where the HoC remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications Post-results services and the JCQ Appeals Booklet. Where the HoC is satisfied after receiving the outcome of an EAR, but the candidates and/or their parents/guardians are not satisfied, they may make a further representation to the HoC. Following this, the HoC will decide whether to proceed with an appeal. Candidates/parents/guardians are not permitted to make direct representations to an awarding body. The internal appeals form should be completed and submitted to the Centre within 7 calendar days of the notification of the outcome of the enquiry. Subject to the HoC'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.

Policy to be used in conjunction with

- Central Hub Brighton Exam Policy
- Central Hub Brighton Exams Contingency Plan