

Ballyclare Secondary School



Appeals Procedure

“Every child deserves a rewarding educational experience.”

<i>Date of last review</i>	<i>March 2023</i>
<i>To be reviewed by</i>	<i>March 2025</i>

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Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.

- The candidate will have produced coursework/CAT that has been authenticated as original work according to the Joint Council document issued in September, via email, to all examination candidates.
- Within a department, all candidates are given adequate and appropriate time to produce the coursework/CAT.
- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- The consistency of the internal assessments is secured through the departmental mark scheme or marking criteria and internal standardisation as necessary.
- Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation may attend training sessions given by the Awarding Bodies.
- The Awarding Body must moderate the assessed coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

Appeals Procedure (internal assessment decisions)

1. The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the judgment themselves.
2. The appeal must be made in writing to the Examination Officer by 31 May of the year that the coursework was assessed. The grounds for appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer.
3. The Principal will nominate a member of staff, normally the Examinations Officer (EO), and a member of the Senior Leadership Team to act on the panel.
4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
5. The panel's findings will be formally reported back to the candidate/parent/carer at the end of June.
6. Records of the request for the appeal, evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

What the Departments must provide for the Appeal Panel

1. Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed coursework was discussed and given out to new and existing members of the department. This can be hard copy or else shown on staff documents.
2. The mark scheme or marking criteria for the coursework provided by the Awarding Body.
3. The departmental mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the awarding body.
4. Dates when the coursework was set and to be handed in for that student.
5. Evidence that all teaching groups have been given the same length of time.
6. The department policy for candidates who were absent when the coursework was set or were absent for part of the period during which the coursework was being carried out.
7. Dates when the coursework was marked by the teachers.
8. The name of the teacher in charge of the internal standardisation.
9. Dates when this teacher attended the last awarding body standardisation meeting.
10. Evidence that the information from this meeting was disseminated to the department.
11. Date(s) for the department standardisation meeting and teacher attendance.
12. If the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to this teacher?
13. Copy of coursework marks sent to the awarding body.

The above information should be provided in a ring binder or suitable file. It would be advisable to set up this binder at the beginning of the course and update it each year. If an appeal application is made, the HOD would only have a short time to provide this information for the appeal panel. Appeals have to be made by 31 May in the year that the work was assessed. The evidence above may also be requested by an awarding body inspector visiting the school or the awarding body if a parent makes a further appeal against the panel's decision.

Appeals procedure (Post Results and Enquiries about Results)

Internally assessed units:

After work has been assessed initially, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally-assessed work, is outside the control of Ballyclare Secondary School and is not covered by this procedure.

Pupils who are concerned that their results are incorrect should contact the school Examinations Officer, who will submit an Enquiry about Results (EaR) to the relevant

examination body. An enquiry on a result from an internally assessed component will take the form of a Re-Moderation of the centre's original coursework/controlled assessment sample. It should be noted that the cost of a re-moderation is significant and will normally be borne by the candidate requesting the service. If the candidate is dissatisfied with the outcome of the enquiry, they should refer the awarding body directly.

Externally assessed units:

Pupils who are concerned that their results are incorrect should contact the school Examinations Officer, who will submit an Enquiry about Results (EaR) to the relevant examination body. The cost is normally covered by the candidate. If the pupil is dissatisfied with the outcome, they should refer to the awarding body.

Appeals procedure (Access Arrangements and Special Consideration)

The SENCo and Assistant SENCo have responsibility for the testing and awarding of Access Arrangements. All Access Arrangements are granted following the guidance of JCQ.

1. The grounds for appeal in this area relate **only** to the procedures used in arriving at access arrangement and special consideration decisions.
2. The appeal must be made in writing to the Examination Officer by 31 May of the year that the assessments were completed. The grounds for appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer.
3. The Principal will nominate a member of staff, normally the Examinations Officer (EO), and a member of the Senior Leadership Team to act on the panel.
4. The panel will examine the evidence for the procedures used, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
5. The panel's findings will be formally reported back to the candidate/parent/carer at the end of June.
6. Records of the request for the appeal, evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

Please note that the school is not responsible for whether or not special consideration is granted; merely that the application is made in a timely manner to the awarding body.