

# Internal Appeals Procedure (Enquiry about Results)

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**EBN Trust**

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<b>Created:</b>	<b>June 2015</b>	
<b>Reviewed:</b>	<b>June 2016</b>	
<b>Ratified:</b>		<b>Signed:</b> <i>J.B. Farrell</i>

## EBN Academy Trust Commitment

EBN Academy Trust is committed to ensuring that whenever staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

Students' work should be produced and authenticated according the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

The existence of this procedure is made known to students through assembly and a copy is held on the shared area on the network.

Candidates should be aware that EAR can result in grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequences of an EAR.

## Internal Procedure

This procedure is available from the Examinations Officer.

1. Appeals will be investigated by the Examinations Officer in conjunction with a senior member of staff who has not been involved in the assessment process.
2. Appeals should be made, normally by 30<sup>th</sup> April for examinations in the Summer series, in writing, stating the details of the complaint and the reason for the appeal (see Appendix 1), to the nominated person, who will investigate the appeal. The appeal letter should be signed by both the candidate and parent/guardian. Appeals must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
3. The Examinations Officer and the senior member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the examination series.
4. The subject teacher(s) concerned with making the assessment will be given the opportunity to see the candidate's appeal and respond to the appeal in writing, a copy of this response will be sent to the candidate.
5. The candidate must state in writing if they are satisfied/not satisfied with the written response they have received from the teacher.
6. If the candidate is not satisfied, the candidate will be invited (with reasonable notice) to a personal hearing, this invitation will be in writing and will include a copy of all relevant

documentation (eg given marks, assessments made). The candidate must be accompanied by a (single) parent/guardian. The teacher(s) and candidate will be given the opportunity to hear each other's submission to the panel at the hearing.

7. The panel will comprise of Principal and a governor, both of whom will have had no dealings with the case prior to the hearing.

8. The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the board and any changes made to the assessment of the work. This will be received by the candidate within two weeks of the hearing.

9. The outcome of the appeal will be logged as a complaint. The school will maintain a written record of all appeals. This record will include the outcome of the appeal and reasons for that outcome. This record will be made available to the Awarding Body at their request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

10. The school will inform the relevant Awarding Body if there is any change to the internal assessment mark as a result of the appeal.

## Moderation

After work has been assessed internally it is moderated by the Awarding Body (Examinations Board) to ensure consistency between Schools. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of and is not covered by this procedure. If you have concerns about it, please ask Examinations Officer for a copy of the appeals procedure of the relevant Examinations Board.

## INTERNAL APPEALS PROCEDURE

*Please complete and return to Examinations Officer,  
EBN Academy, 1580 Coventry Road, B26 1AL*

**Candidate's Full Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Subject Teacher:** \_\_\_\_\_

**Details of Complaint:**

**Reason for Appeal:**

*If needed, please continue on additional page and attach to this sheet.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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### For Centre Use Only

**Name of Investigator:** \_\_\_\_\_

**Date Procedure received:** \_\_\_\_\_

**Did assessment conform to QCA/Exam Board requirements?**

Date response requested to subject teacher: \_\_\_\_\_

Date response received: \_\_\_\_\_

Copy of subject teacher's response sent to candidate:

Date of reply from candidate: \_\_\_\_\_

Date reply received from candidate & outcome: \_\_\_\_\_

Date of appeal: \_\_\_\_\_

Date invitation sent to candidate: \_\_\_\_\_

**Members of the Panel:**

**Outcome of Appeal:**

Date information sent to candidate:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_