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**Examination Internal Appeals Policy**

**Date written:** 11/01/2022

**Written by:** Rachael Thompson, Director

**Date of review: 19/06/2024**

**Date of next review19/06/2025**

**Version:** 4

**This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.**

**Key Contacts**

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# Aims

1. Cairn education is committed to ensuring that whenever its staff assesses students work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.
2. If a student feels that this may not have happened in relation to their work, they may make use of this appeals procedure.

# Post-results services

1. At Cairn Education:
* Candidates are made aware of the arrangements for post-results services prior to the issue of results. Candidates are also informed of the periods during which senior members of centre staff (Rachael Thompson or Natasha Colahan) will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking. Candidates and their family are provided with the contact details of senior members of centre staff.
* Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by the head of centre when candidates receive their results on results day.
* The arrangements are as followed, if a candidate is unhappy with their mark and would like to request a review of marking, they need to contact Rachael Thompson and Natasha Colahan by the 22nd August for AS, A-level, AQA Certificate Level 3, Applied General qualifications, the 5th September for GCSEs or 26th September for all other qualifications. Candidates will need to be made aware that there is no grade protection for reviews of marking. This means that learners’ marks and subject grades may be lowered, confirmed or raised as a result.
* The candidate **must** provide written consent, through completing JCQ Clerical re-checks reviews of marking and appeals candidate consent form, for any reviews of marking before the centre can make the request through the awarding bodies.
* If following from a request of review of marking a candidate would like to make an appeal on the outcome of the review of marking or moderation, this must be requested either in writing or verbally to Rachael Thompson within 30 days of the outcome of the review of marking.
* If senior centre staff and candidates (and/or their parents) cannot agree whether it is appropriate to submit a review of marking, a meeting will be held to discuss the consideration in line with the appeals procedure prior to the submission deadline. Staff will ensure that all relevant factors are taken into account and that candidates (and/or their parents) are provided with opportunity to express their views. If candidates (and or/their parents) are still unhappy with the decision being made and the justifications around this, candidates (and or/their parents) can follow Cairn Education’s formal complaints procedure.

# Procedure for Controlled Assessment/ Coursework

1. Students should initially raise any concerns about their internally assessed coursework with the head of centre. If the concern is still not resolved to the satisfaction of the candidate, a request can be made in writing by the students parent/ carer, for the mater to move to formal appeal.
2. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June GCSE exam series).
3. Appeals should be made in writing by the candidates parent/ carer to the director who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the director is not able to conduct the investigation for some reason, the Governors will appoint another member of staff of similar or greater seniority to conduct the investigation.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the JCQ.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondences with the awarding body and any changes made to the procedure relating to internal assessment.
6. The outcome of the appeal will be made known to the director 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 significant irregularity to light, the awarding body will be informed.
7. After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. The result of this moderation is not known until after results have been published. That is outside the control of Cairn Education and is not covered by this procedure. If you have concerns about external moderation, please ask the exams officer for a copy of the appeals procedure of the relevant awarding organisation.

# Procedure for Internally Assessed Year 12 Examinations

1. Students should initially raise any concerns about their internally assessed examination with the director. If the concern is still not resolved to the satisfaction of the candidate, a request can be made in writing by the students parent/ carer, for the matter to move to formal appeal.
2. Appeals should be made as early as possible after the publication of results and no more than one week after this date.
3. Appeals should be made in writing by the candidates parent/ carer to the director who will investigate the appeal with at least two other staff who have not been involved in the internal assessment decision. If the director is not able to conduct the investigation for some reason, the governors will appoint another member of staff of similar or greater seniority to conduct the investigation.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to Cairn Education best practice i.e.,
* An appropriate mark scheme was followed
* Work was assessed in line with Year 1 standards
* Where appropriate, moderation of marking was carried out on a sample of work.
1. The appellant will be informed in writing of the outcome of the appeal and the director notified.

# Appeals relating to access arrangements, reasonable adjustments and special consideration

1. Access arrangements and reasonable adjustments are pre-examination adjustments approved before an examination or assessment. They allow candidates with special educational needs, disabilities or temporary injuries to access the examination or assessment.
2. Special consideration is an adjustment to a candidate’s mark or grade to reflect temporary illness, injury or other indisposition at the time of the examination or assessment.
3. Access arrangements, reasonable adjustments and special consideration decisions are based on inter-awarding body procedures. The principles and regulations governing access arrangements and special consideration are set out in the JCQ documents Access Arrangements and Reasonable Adjustments and A guide to the special consideration process.
4. If, after consulting the respective document which outlines the decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates, the head of centre or private candidate who is the subject of the relevant decision, (‘the appellant’) disagrees with the decision made and reasonably believes that the awarding body has not followed due procedures, a written request setting out the grounds for a preliminary appeal should be forwarded to the relevant awarding body.
5. Applications for appeals may only be accepted from a head of centre (on behalf of a candidate or a group of candidates) or private candidates.

# What actions are the school taking to enforce this policy?

1. All candidates and parents are informed that the appeals procedure relating to internal assessment decisions exists. Copies of the procedure can be obtained from the School Office or on request through the school website.

# What will everyone do to uphold the policy?

1. The director will be made aware of any internal appeals and the outcome of the appeal.
2. Subject teachers will mark assessed work with due regard and reference to the appropriate mark scheme and internally moderate grades where work has been assessed by two or more staff.