

Examinations Internal Appeals Procedure including EaR (Enquiries about Results)

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Queen Elizabeth's Grammar School, Horncastle is committed to ensuring that:

- We have in place procedures for access to scripts.
- Candidates are made aware that all post-results service requests must be made through the centre.
- Where EAR services are used candidates have provided their confirmed written consent for remarking and access to scripts services offered by the awarding bodies.
- We have in place an internal appeals procedure made widely available and accessible to all candidates.

Internal Assessments

For all internally assessed work at QEGS we ensure:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.
- Students wishing to appeal against their actual awarded marks for Internal Assessments must do so following the procedures on the document 'Reviews of Marking – Centre Assessed Marks' at least 7 days before the marks are submitted to the Exam board to meet their published deadlines.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise students and parents of these procedures.

Appeals may be made to the school/college regarding the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the school/college for moderation by the Awarding Body after they have been submitted.

A student or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the School *at least two weeks before the date of the last external exam in the subject*.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body. The appellant will be informed of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates. 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, as this will affect the issue of results at the centre.

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. That is outside the control of QEGS and is not covered by this procedure but the school will raise concerns and contact the Exam Board where there is a large discrepancy between our original teacher assessed marks and the awarded marks.

Policy on EaRs (Enquiries about External Results)

Any student who wants to query a mark/grade awarded by an awarding body upon issue of results should follow the following procedure:

1. Contact the Examinations Officer as soon as possible (but at least 5 working days before the published deadline for EaRs) in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved in this process.
2. Students should be aware that EaRs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EaR. Post results forms will be issued by the Examinations Officer but are also available on our school website under the exams section.
3. Responsibility for the cost of the enquiry will be agreed in advance between the relevant department and the student. The subject teacher can review the student's marks/grades and discuss with the Head of Department, where relevant, on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades and may agree to fund the cost of the enquiry. However if students wish to proceed with an EAR service they do not need the department's written support for this and can pay the appropriate fee on Parent Pay and send a completed EAR form to the Examinations Officer. No EaRs will be made until fees are paid. Requests must be made to the Examinations Officer before the published deadline for EaRs. If the enquiry is successful the fee will be refunded via parent pay to the student.
4. Outcomes following EaRs will be forwarded by the Examinations Officer to the student as soon as possible after they have been received from the Awarding Bodies. The EAR decision is usually final and marks can go down as well as up.

The Examinations Officer to contact at QEGS is Mrs Bargh on 01507 522465 or on sbarghj@qegs.lincs.sch.uk