

AL-ISLAH GIRLS HIGH SCHOOL

Internal Appeals Procedure for External Examinations

The Head of Centre/ Examinations Officer at Al-Islah Girls High School is Haleemah Mulla. If a pupil or parent wishes to raise an appeal against a decision taken by the Head of Centre concerning any aspect of the external examination procedure, they must write to the Headteacher at the following address: Al-Islah Girls High School, 108, Audley Range, Blackburn, BB1 1TF

Internal Appeals Procedure for Reviewing Internal Assessment Decisions

Appeals for reviewing internally assessed work can only be considered after the internal marking procedures have been completed and marks finalised.

If a candidate has concerns about the procedures used in assessing internally marked work for public exams (e.g. controlled assessment, coursework/portfolios/projects), then they must initially discuss this with their form tutor, the teacher concerned, and/or the relevant Head of Department - hopefully this will resolve the issue.

If the matter is unresolved and the candidate wishes to appeal against an internal assessment decision on a piece of work that has been submitted for an external examination under the authority of the Joint Council for General Qualifications (QCA) then the following procedures must be followed:

1. The candidate must submit a written request to the Examinations Officer, who is responsible for managing the appeals procedure, to lodge an appeal against the internal assessment decision. The Head of Centre will be notified of the appeal.
2. The appeal will be heard by a panel of three teachers, selected by the Examinations Officer, at least one of whom was not involved in the internal assessment decision.
3. A date and time will be set for the appeal and the candidate will be notified at least seven working days before the appeal.
4. The candidate will present their case at the appeal hearing and may be supported in the presentation of their case by a parent/guardian/friend. Fifteen minutes will be allowed for the presentation of the case by the candidate.
5. The panel will consider all the relevant documentation and the Awarding Body's procedures that were used in the internal assessment by the department that carried out the assessment.
6. Having heard the presentation of the candidate and examined the procedures carried out by the department concerned, the appeals panel will decide whether those procedures were in conformity with the published requirements of the Awarding Body and the Code of Practice.
7. A written record of the appeal will be passed on to the Examinations Officer, and a copy sent to the Head of Centre; the written record should include the outcome of the appeal and include reasons for that outcome.

8. The Examinations Officer will write to the candidate to inform them of the decision of the appeals panel and a copy of the decision will be enclosed; a copy of this letter will be sent to the Head of Centre.
9. All internal appeals should have been considered and resolved by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series).
10. The centre must inform the Awarding Body of any outcome of an appeal that has implications for the conduct of the examinations or the issues of results at the centre.
11. Full details of any appeal must be made available to the Awarding Body upon request.

Appeals Procedure Following Release of Marks from the Awarding Bodies: Enquiries about Results (EARs)

If a candidate is unhappy with a mark awarded from an Awarding Body upon issue of results, the following procedure should be followed:

1. The candidate should meet in person with the subject teacher, as soon as possible and no later than 3 days before the published deadline for Enquiries about Results, in order to discuss the mark, raise concerns and consider the best way forward. The Examinations Officer will discuss the options and costs involved.
2. Candidates should be made aware that EARs can result in marks being raised, confirmed or *lowered*. Candidates should sign a consent form, confirming they understand the consequence of an enquiry.
3. The subject teacher will review marks and discuss the best way forward with the Head of Department, taking the breakdown of marks, grade boundaries and the student's predicted grades into account.

If the Department agrees to support the enquiry, procedure **(5)** below will be followed, otherwise the subject teacher will advise the candidate as per **(6)** below.

4. A candidate may appeal against a decision not to support an EAR. Appeals should be made in writing, stating the full complaint and reasons for appeal; they must be signed, dated and submitted to the Examinations Officer no later than 5 working days before the published deadline for EARs.

This information will be reviewed by the Examinations Officer and the outcome of the appeal will be communicated by telephone or via 1st class post within 24 hours of receipt. The decision of the Examinations Officer is final.

5. If the department agrees to support the enquiry, the EAR request together with the candidate's consent form should be made to the Examinations Officer before the published deadline for EARs.

The cost of the enquiry will rest with Al-Islah Girls High School. If the enquiry is successful, the fee will be refunded.

6. If the department does not support the enquiry, the candidate may still proceed with the enquiry in some cases (check with the Examination Officer), but all costs involved need to be paid by the candidate at the time the enquiry is made.

No enquiry will be made unless the fees are paid. Requests should be made in person to the Examinations Officer, before the published deadline for EARs. If the enquiry is successful, the fee will be refunded to the candidate.

7. Outcomes following EARs will be sent in writing by the Examination Officer to the candidate, as soon as they have been received from the Awarding Bodies.

Guidance documentation:

- Joint Council for General Qualifications: 'Internal Appeals Procedures – Guidance for Centres'

- Awarding Bodies' published requirements for centres and specific examination requirements.

These documents can be requested from Al-Islah Girls High School Office (01254 261573).