



# Examination Appeal Procedure

Date Reviewed: February 2020

Next Review Date: February 2021

Sherburn High School

Garden Lane

Sherburn in Elmet

LS25 6AS

## APPEAL PROCEDURE

Head of Centre: Ms M Oakley

Exams Officer: Mrs E Barnett

### Appeal Procedure – External Examinations

We hope that all of our students are happy with their examination results but recognise that there are a very small number of cases where a result falls significantly below that expected. The procedures for investigating any concerns are outlined below.

1. Raise the issue with your subject teacher or the head of the relevant department as soon as possible. They will check your marks and how they compare with your mock examination results and predicted grade, and also how close you came to the grade boundaries (experience has shown that very few re-marks change the total score by more than 1 or 2 marks).
2. If your teacher feels that there are grounds for requesting a re-mark, details and reasons why should be submitted to the Examinations Officer and the Raising Standards Leader. This will be further investigated and a decision will be made by the Raising Standards Leader. Where approval has been granted, the school will pay the necessary fee. ***Written permission from you and acknowledgement of the risks by your parent/carer will be required for any re-mark as the score (and therefore grade) can go down as well as up.***
3. If the School does not feel that it can support a request for a re-mark you can still have the work re-marked by the examination board but you will have to pay for this in advance. The fee is refunded if the appeal is successful. ***Written permission from you and acknowledgement of the risks by your parent/carer will be required for any re-mark as the score (and therefore grade) can go down as well as up.***
4. All requests for re-marks must be sent within 3 weeks of the results being issued. It may take a further 6 weeks for the result of the appeal to be known and in the interim period the original result will stand. The new result replaces the original one, regardless of the outcome, and no further re-mark is permitted under the regulations.

### Coursework/Controlled Assessments

You cannot appeal against the mark or grade that you have been given, but you may appeal against the process by which it has been awarded, if, for example, you believe that you have been treated unfairly or the specification criteria have not been applied correctly. Coursework marks are moderated internally to make sure all teachers mark to the same standard, and they are then also moderated externally by the exam board. You must raise any concerns before the marks are sent to the exam board. The moderators may change marks if they feel it necessary and you cannot appeal as an individual against

any such changes.

1. Raise the issue with your subject teacher. They will explain why they gave that mark.
2. If you are still unhappy after speaking to your subject teacher see the Curriculum Leader or a member of the Senior Leadership Team. They will arrange for the assessment to be checked by another teacher from within the Department.
3. If you are still dissatisfied see the Examinations Officer in order that they can try to help to resolve the situation. If they are unable to do so, they can (in consultation with the Heateacher) convene a formal panel to adjudicate. The panel will normally consist of two teachers of that subject, one being the Head of Department and a member of the Senior Leadership Team. If there are not a sufficient number of uninvolved teachers of the subject on the staff, mutually acceptable *ad hoc* arrangements will be made by discussion with all of the interested parties.

# Sherburn High School Examination Centre 48331

Examinations Officer

Mr P Short

## Request for an appeal to the Awarding Body for a re-mark of examination papers

*Please complete this form in BLOCK CAPITALS except where signatures are required.*

Full name of student: .....

Candidate number (if applicable) .....

Subject: ..... Specification & paper codes: .....

Awarding Body ("Examination Board")      AQA      Edexcel      OCR      WJEC

Examination season:      JANUARY      SUMMER      Year .....

Appeal supported by the School (*please circle as appropriate*) :      YES      NO

Signed (Head of Department) ..... Date .....

***Please read the following statement carefully before signing below.***

**I realise that by pursuing this request for a re-mark, my marks and/or grades could go down, stay the same or go up, and that there is no further re-mark permitted if I am unhappy with the outcome.**

**I also realise that if my request is not supported by the School, I must pay for the re-mark myself in advance. If I do not receive an improved final grade I will not receive a refund of the fee. Only if my final grade is improved can I expect a refund.**

I have read and understood the warnings above and I wish to pursue this request to the Awarding Body.

Signed (candidate) ..... Date .....

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Examinations Office use only below this line:

Appeal sent ..... Acknowledgement ..... Result received .....

Result to candidate ..... Result to department .....

