

# Sir Roger Manwood's School



## Examinations - Internal Appeals Procedure

**Date of Approval: March 2025**

**Next Review: March 2026**

## **1. Access Arrangements and Special Consideration**

### **Access Arrangements**

In accordance with the regulations as set out in the JCQ publications *Access Arrangements and Reasonable Adjustments* and *A guide to the special consideration process*, Sir Roger Manwood's School

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process to submit applications for reasonable adjustments and to make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

### **Special Consideration**

Where Sir Roger Manwood's School can provide appropriate evidence to support an application, it will apply for Special Consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

### **Centre decisions relating to Access Arrangements and Special Consideration**

This may include Sir Roger Manwood's School's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an Access Arrangement or the application of Special Consideration.

Where Sir Roger Manwood's School makes a decision in relation to the Access Arrangement(s) or Special Consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted to the Examinations Officer.

To determine the outcome of the appeal, the Head of Centre will consult the relevant JCQ publication to confirm the Centre has complied with the principles and regulations governing Access Arrangements and/or Special Consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 10 working days of the acknowledgement of the appeal being sent to the appellant by the School.

If the appeal is upheld, Sir Roger Manwood's School will proceed to implement the appeal outcome without undue delay.

## 2. Appeals regarding Centre decisions relating to other administrative issues

Circumstances may arise that cause Sir Roger Manwood's School to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where Sir Roger Manwood's School may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the Centre has not complied with the regulations or followed due process, a written request setting out the grounds for appeal should be submitted to the Examinations Officer.

The appellant will be informed of the outcome of the appeal within 10 working days of the acknowledgement of the appeal being sent to the appellant by the School.

## 3. Appeals against internal assessment of examination work

This covers reviews of Centre Assessed Marks at both GCSE and A level and includes GCSE controlled assessments, GCE coursework and GCSE non-examination assessments.

Sir Roger Manwood's School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Sir Roger Manwood's School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skills. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Sir Roger Manwood's School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Sir Roger Manwood's School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Sir Roger Manwood's School will, having received a request for copies of materials, will make them available to the candidate. This will either be the originals viewed under supervised conditions or copies
4. Sir Roger Manwood's School will provide candidates with sufficient time, normally at least five working days, in order to allow them to review copies of materials and reach a decision.
5. Sir Roger Manwood's School will provide a clear deadline for candidates to submit a request for a reviews of the Centre's marking. Requests will not be accepted after this deadline. Requests for reviews of marking **must** be made in writing and

candidates **must** explain on what grounds they wish to request a review. There will be a charge of £50 for each review.

6. Sir Roger Manwood's School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks.
7. Sir Roger Manwood's School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the review.
8. Sir Roger Manwood's School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record will be kept and made available to the awarding body upon request. The Centre will inform the Awarding Body if it does not accept the outcome of a review.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Sir Roger Manwood's School and is not covered by this procedure.

#### **4. Enquiries about GCSE and A Level results**

Sir Roger Manwood's School is committed to ensuring that candidates have access to the full range of post-results services offered by the Awarding Bodies.

All Awarding Bodies offer the same post results services and have common deadlines. A fee is usually payable by the candidate. These fees vary between Awarding Bodies and the school's Examination Officer can supply details. Requests for any of these services must be made to the Examination Officer in advance of the relevant deadline.

	Deadline
Priority review of marking (only available when the candidate's university place depends upon the result)	The Thursday after A level results are issued
Photocopy of a script	The Thursday after A level results are issued
Clerical re-check	Usually 20 <sup>th</sup> September.  The exact date should be checked each year.
Review of marking	Usually 20 <sup>th</sup> September.  The exact date should be checked each year.
The original script	Usually 29 <sup>th</sup> September.  The exact date should be checked each year.

The outcome of the enquiry, or the script, will be communicated to the candidate as soon as it is received by the School.

There is an appeals process which is available if the School and/or candidate remains dissatisfied after receiving the outcome of an enquiry about results. Please contact the Examination Officer for details.

All applications require the School's support. In the event of dispute between a candidate and the School about whether the School will support an enquiry, then the following procedure will be followed:

- The appeal must be made in writing to the School's Examination Officer;
- The Headteacher will nominate a senior member of staff to lead the enquiry and an experienced Head of Department will also be on the panel;
- The panel will consider all the available evidence and make a report to the candidate as soon as possible, bearing in mind the Awarding Bodies' deadlines above.

The appellant will be informed of the outcome of the appeal within 10 working days of the acknowledgement of the appeal being sent to the appellant by the School.

## **5. Appeals regarding school decisions not to support a candidate's request**

Candidates may appeal against the school's decision not to support

- an application for a clerical remark
- a review of the marking
- a review of the moderation, or
- an appeal

In such cases, a written request setting out the grounds for the appeal should be submitted to the Examinations Officer. The appellant will be informed of the outcome of the appeal within 10 working days of the acknowledgment of the appeal being sent to the appellant by the School.