



**Five
Rivers®**

**FIVE RIVERS CHILD
CARE**

**Exam Appeals
Policy and
Procedure**

'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Policy Owner	Exams Officer
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1. Policy

1.1 Policy Statement

This policy has been written in accordance with JCQ guidance and DfE in order to ensure that all candidates are protected in the event of an appeal.

1.2 Terms and Definitions

1.2.1 The below table sets out a number of terms and definitions used within this document:

Term	Definition

1.3 Data Protection

- 1.3.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018
- 1.3.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

1.4 Disclosure of Information

- 1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

1.5 Further Information

Statement of Intent

It is the responsibility of everyone involved in The Spires school's exam process to read, understand and implement this policy.

The Exam Appeals Policy will be reviewed every two years by the Headteacher and Exams Officer.

The Spires is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills
- Assessment evidence provided by the candidates is produced and authenticated according to the requirements of the awarding body for the subject concerned
- The consistency of internal assessment will be maintained by internal moderation and standardisation
- All pupil work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with rules and regulations of the specification relating to the qualification

The purpose of this Exams Appeals Policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates
- To ensure the operation of an efficient exams system with clear guidelines for all the relevant staff

2. Relevant Legislation

1.1 All staff must ensure that they adhere to and implement the requirements of any equality legislation

1.2 The school will comply with legislation in accordance with examination awarding bodies and JCQ

1.3 This policy is in line with the Exams Procedure Policy

3. Acceptable grounds for appeal

- a. Appeals will only be deemed valid when based on procedural irregularity in terms of the conduct of the exam or determination of the result
- b. Appeals will be deemed invalid and not upheld if based purely on the following:
 - Academic judgement of examiners
 - Extenuating circumstances affecting performance
 - The candidate's lack of awareness of exam regulations and procedures

4. Written Appeals Procedure

- a. The pupil, or the parent or carer of a pupil, wishing to appeal against the procedure used in an internal assessment should write to the school's examinations officer immediately.
- b. The deadline for the appeal applications is 10 days prior to the start of the written examination series
- c. Internal appeals will be resolved by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series)
- d. On the receipt of a written appeal, an enquiry will be conducted by the examinations officer and headteacher.

- e. The enquiry will consider whether the procedure used in the internal assessment conformed to the published requirements of the awarding body and the JCQ codes of practice
- f. Consideration will be given to whether the original mark given is fair and just
- g. If necessary, comparisons will be made to other pupils' work to help determine a correct and appropriate mark
- h. A written response to the appeal will be sent to the candidate and their parent/carers within 10 working days of the school receiving the appeal
- i. A written record of the appeal and the outcome will be kept on file at the school with the awarding body being informed of any amendments
- j. If a candidate is not happy with the written response, a letter requesting a personal hearing should be made to the headteacher
 - A date for a hearing must be given to the candidate and any teachers involved in the assessment
 - The panel must consist of at least 2 individuals who have not dealt with the case
 - The school will make a written record of the hearing, which should include the outcome of the appeal and reasons for the outcome
 - A copy will be sent to the candidate, their parents/carers and teacher(s) within 10 working days of the hearing

5. External Assessments and Qualifications

- a. Enquiries about results (EARs) can be submitted throughout the academic year
- b. Pupils should be aware that EARs can result in the marks/grades being raised, confirmed or lowered
- c. Any pupil who wants to query a mark/grade awarded by an awarding body should adhere to the following procedure:
 - Contact the exam officer and the subject teacher as soon as possible in person, to discuss the mark/grade. Before this can be done, allow at least five working days before the published deadline for EARs.
 - The exams officer will advise on the options available to query the mark/grade and any costs involved in doing so
 - Pupils must sign a consent form to confirm that they understand the consequences of an EAR; these forms will be issued by the exams officer. Consent forms must be returned before the EAR can be valid

- The subject teacher will review the pupils' grades and discuss them with the headteacher to agree on appropriate action, considering breakdown of marks, grade boundaries and the pupil's predicted grades.

6. Appeal Outcomes

- a. All decisions of an EAR, regarding an awarding body are final
- b. Following consideration of an appeal, the potential outcomes are likely to be as follows:
 - The appeal is deemed invalid and is not upheld
 - The appeal is valid, and a minor procedural irregularity has occurred; however, its impact is not enough to justify a change of the examination outcome
 - The appeal is deemed valid; however, there is uncertainty about the impact that the minor procedural irregularity had. The candidate will be given the opportunity to demonstrate their knowledge and skills in a subsequent attempt at the examination
 - The appeal is upheld, in that a major procedural irregularity did occur which affected the candidate's result. The previously awarded score shall be corrected appropriately
- c. Candidates will be notified of the outcome of the appeal, with reasons stated, within 10 working days of the decision being agreed.

7. Quality Assurance Procedure

- a. The Spires is committed to quality assurance and believes it is an integral part of school processes.
- b. The provision of education is regularly monitored and reviewed by the Head of Education
- c. All cases of borderline achievement are internally verified
- d. The school's policies are always followed and regularly reviewed