



Sidcot
Live Adventurously

Policy Name: Reviews of Marking and Enquiries About Results and Appeals Procedure

Policy Number: 6.6

Date: 1 September 2024

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1. Introduction

- 1.1 This policy sets out to clarify the school's position regarding all internally assessed work that contributes to a candidate's grade in an external qualification and any appeal that a candidate may wish to make, including decisions relating to access arrangements and special consideration. Internally assessed work includes non-examination assessments and project qualifications.

2. Scope

- 2.1 This policy applies to anyone involved with the external examination process, including (but not limited to) candidates, teaching staff and examinations office staff.
- 2.2 This policy is available on the staff intranet. It is also available in hard copy form and in accessible formats upon request.
- 2.3 This policy is available to candidates and their parents on the student intranet and the existence of this procedure is made known to candidates and their parents by the examinations officer.

3. Aims

- 3.1 Sidcot 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. This policy sets out the procedure that is in place where a candidate feels that the marking should be reviewed and/or should a candidate wish to query the final grade awarded in a public exam.

4. Enquiries about Results

- 4.1 If a student believes that the final grade they receive in a public exam does not do justice to the work, they should discuss the matter with the subject teacher. If that is not possible, they should discuss the matter with another teacher who knows, or will undertake to find out, about their progress during the course and the marks then gained in the different parts of the exam.
- 4.2 If the school accepts that there is a good case for querying the grade received it can ask for a check on the addition of marks or for the marking of some or all of the papers to be reviewed. The student needs to understand that although they would be hoping for a higher grade as a result of this, the original grade may be confirmed, or they may even be given a lower grade. A fee is payable to the Awarding Body though this is often refunded if the grade is modified as a result of the appeal.

If the school is unwilling to support a query, a meeting can be arranged by the Deputy Head (Academic) at which the student may be accompanied by a parent/carer/friend. Everything that happens at the meeting will be written down and a copy given to the student.

If the meeting does not resolve the problem the student will be able to follow the school's complaints procedure. In that case, the first step would be for the parents to contact their son/daughter's Form Tutor. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the

Form Tutor cannot resolve the matter alone, it may be necessary for him or her to consult a Head of Department, a Year Head, the Deputy Heads or the Head.

Complaints made directly to a Head of Department, a Year Head, the Deputy Heads or the Head will usually be referred to the relevant Form Tutor unless the Year Head, the Deputy Heads or the Head deems it appropriate for him/her to deal with the matter personally.

The Form Tutor dealing with the complaint or concern will make a **written record and include the date on which it was received.**

5. Awarding Body Regulations

- 'General Regulations for Approved Centres'
- Cambridge Handbook (UK), Cambridge International Education

6. Relevant Policies

6.12 Exam Policy

7. Document Change History

Date of change	Detail significant changes and any new legislation / guidance taken into account
February 2017	Policy updated to include the new GCE and GCSE non- examination assessments
February 2018	Policy updated to reflect the change in JCQ's procedures, in particular the introduction of reviews of marking for centre assessed marks
30 October 2018	Policy updated to reflect JCQ's updated regulations, and NEA deadlines for the academic year 2018/19
26 November 2019	Policy reviewed, and NEA deadlines updated (for academic year 2019/20)
19 February 2021	Policy reviewed, section 1.2 inserted (changes to internal assessment arrangements due to Covid-19 related changes), NEA deadlines for 2020/21 removed from the Appendix.
22 December 2021	Review of policy, section 1.2 removed (only applied to 2020/21), section on Reviews of Marking for Centre Assessed Marks (GCE and GCSE non-examination assessments and Project Qualifications), and the appendix containing submission deadlines for the academic year 2021/22 moved to policy 6.20
20 February 2023	Review of policy, minor punctuation errors corrected.
27/06/2024	Academic year & year date range on the awarding body regulation removed in section 5. Rest of policy reviewed; no further changes needed.