



YSGOL GATHOLIG CRIST Y GAIR CHRIST THE WORD CATHOLIC SCHOOL



EXAM

Internal Appeals Policy

January 2025



Christ the Word Catholic School

Ysgol Gatholig Crist y Gair

Name of Policy / Procedure	Internal Appeals Policy
Issue date	January 2025
Review date	January 2026
GB committee responsible for the policy	Curriculum, Standards and Performance Committee
Staff member responsible for writing, reviewing and updating the policy	Headteacher
Person responsible for monitoring implementation of the policy	Chair of Curriculum, Standards and Performance Committee
Workload impact assessment	High

Teacher Workload Impact Assessment

- High impact:* Policy implemented by teachers on a daily / weekly basis
- Medium impact:* Policy implemented by teachers on a monthly / termly basis
- Low impact:* Policy implemented by teachers on an annual basis
- Not applicable (n/a)* Policy is not implemented by teachers

- ❖ This policy has been adopted for use at Ysgol Crist y Gair based on the North Wales Schools model policy.

Policy on Appeals is in two parts:

1. Internal Assessments for External Qualifications
2. External Assessments for External Qualifications
(Enquiries about Results EARS)

Appendix 1 – Internal Appeals Form

1. Internal Assessments for External Qualifications

Christ the Word Catholic School is committed to ensuring that:

- a. Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- b. Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- c. The consistency of internal assessment will be maintained by internal moderation and standardisation.
- d. All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Reviews of marking - centre assessed marks

(GCSE CA, GCE CWK, GCE and GCSE NEA and Project qualifications)

CTWCS will:

- a. 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.
- b. 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.
- c. having received a request for copies of materials, promptly make them available to the candidate.
- d. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- e. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
- f. 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.
- g. 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 and has no personal interest in the review.
- h. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- i. inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record of the review will be kept and made available to the awarding body upon request.

Educating Our Young in the Light of Christ

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Note to students

- A. If a student has any concerns about the procedures used in assessing their internally assessed work for public exams ie NEAs /coursework/portfolios/ s/he should discuss the matter with the Head of Subject immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.
- B. The regulations for GCSE, GCE, Entry Level and Project Qualification Coursework Assignments and GCSE NEA state that:
- “The work you submit for assessment must be your own”
 - “You must not copy from someone else or allow another candidate to copy from you”
 - “If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”

Teachers have the right to reject a student’s work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject to a candidate’s internally assessed work on the grounds of malpractice.

2. External Assessment for External Qualifications (Enquiries about Results – EARs)

Post results service are available from all awarding bodies following the publication of results. Full details are provided by your exam officer.

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations Officer **and** the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- III. The subject teacher will review the student’s marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student’s predicted grades.

If the Department agrees to support the EAR:

- a. The request, together with the student’s consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the

enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

If the Department does not agree to support the EAR:

- b. If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made person to the Examinations Officer ***before the published deadline for EARs***. If the enquiry is successful the fee will be refunded to the student.
- c. If a student/parent/carer feels there are grounds to appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least ***5 working days before the published deadline for EARs***. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or carer. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1st class letter post within 24 hours of receipt. This decision is final.

IV. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.



Use this form to lodge an appeal against Internal Assessments for External Qualifications. Please complete the form and lodge it with the School Curriculum, Timetable, Assessment and Performance Manager

Candidate Name	
Candidate Number	
Subject	
Paper reference number/title	
What/Who does the Grievance relate to?	
Please explain your grounds for appeal	
Office Use Only	
Date Form Received	Signature
Date of Outcome	Signature
Details of Outcome	

References :

Internal Appeals Policy (Pupil-TL-ADV-Exams-Internal Appeals Policy)

