



Cardinal Heenan Catholic High School

Exam Appeals Policy

Staff responsible:	A Edwards/ V Gerrard
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Appeals against Internal Assessments in External Qualifications

Examination Officer: Miss V. Gerrard

Cardinal Heenan is committed to assessing the work of candidates in a professional way according to the examination board specification and requirements. If at any stage during your examination courses you have concerns about the procedure used in assessing your internally marked work for public examinations e.g. coursework/portfolio/projects, then you **MUST** initially discuss this with your subject teacher and/or the relevant head of department. Hopefully this will resolve the issue.

If the matter is not resolved then you should see the examination officer as soon as possible to discuss whether a formal appeal could be made. Any appeal is very much a last resort and a request for an appeal will not be accepted unless other avenues have first been explored. Thus it is expected that appeals will be extremely rare.

The candidate may use the formal appeal procedure described below.

The Appeals Procedure

Stage One	Discuss all your concerns with your teacher (see 1)
Stage Two	If you remain concerned after stage one, write to the examination officer (see 2)
Stage Three	The headteacher will arrange a school review (see 3)
Stage Four	If you remain concerned after stage three you may write to the headteacher asking for an Academic Board Appeal (see 4)

Stage 1

This stage is very important and you are encouraged to talk through any concerns with your teacher. Please also make sure that at this stage you let your teacher know of any personal circumstances that need to be taken into account.

Stage 2

This stage requires you to write to the examination officer within seven days of the discussion or review. You should include in your letter:

- Information to help us identify the assessment decision you have concerns about, e.g. course, unit, outcome and teacher.
- Exactly what your concerns are.

Send your letter to Examinations Officer, Cardinal Heenan Catholic High School, Honeysgreen Lane, Liverpool, L12 9HZ

Within five days the examination officer will acknowledge your letter and give a copy to the headteacher.

Stage 3

This is the school's appeal. The headteacher will arrange, within ten days, for your teacher to meet with the internal moderator and the head of department to discuss your concerns and to review the assessment decision. Immediately after the review, the headteacher will write to you to inform you of the decision.

Stage 4

This is an appeal to the Exam Board. The grounds for appeal are:

- Irregularities in the school appeal process
- Irregularities in the school's procedures for assessing candidate evidence
- The procedures for processing candidate results

Please write to the headteacher within ten days of receiving the school review decision. State clearly your concerns.

Send your letter to Mrs K Smyth, Headteacher.

The Appeals Sub-group of the Exam Board will not include any members of staff involved in the earlier stages of the appeal although these staff may attend the meeting. You can also attend and explain your concerns directly to the Appeals Sub-group and/or you may submit additional information. You can be accompanied at the meeting by an appropriate person, e.g. parent/guardian.

Immediately after the meeting the headteacher will write informing you of the final decision.

Appeals against Centre Assessed Grades

In the event of external examinations being cancelled during a series the centre may be asked to produce grades for students. This involves a rigorous process of collating evidence and standardising grades within the centre to determine the outcomes for students that fairly reflect their standard of work. In the event that the student is unhappy with the grades produced they have the right to appeal and should follow the process outlined below.

It should be understood that grades can only be appealed by the school to the examination board if an administrative error has been made.

Stage One	Appeal to the centre to check the outcomes received are those produced by the centre
Stage Two	Appeal to the centre against the grades being reflective of the student's expected performance
Stage Three	Appeal directly to the exam board

All appeals should come from the student involved or a representative producing written documentation of the student's support. If the appeal is to be submitted electronically it must come from the students school email account.

Stage 1

In the first instance the candidate should contact the examinations officer with details of the grade that they wish to appeal. This request should be made at the earliest opportunity after receiving results. The examinations officer will check that the grades that were produced by the centre were those that were submitted to the exam board and awarded to the candidate. If this is not the case an appeal will be submitted to the exam board to rectify the results.

Stage 2

If the candidate is not happy with the outcome of stage 1 they can submit a follow-up request for the centre to check for any maladministration when deciding the outcome. This will involve the evidence being re-evaluated to check that it would produce the same outcome. The evidence should coincide with the grade given and ensure that the process was followed as outlined in the timeline. Once a follow-up request has been made the school will look to answer this within 14 days of the request being made.

Stage 3

If a student is still not happy with the outcome provided by the school they can contact the exam board directly.