



Cardinal Heenan Catholic High School

Exam Appeals Policy

Staff responsible:	A Edwards
Last reviewed:	December 2014
Approved by governing committee:	<i>K. Carroll</i> December 2018
Due for renewal:	December 2019

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 eg 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)

1. Stage one 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.
2. Stage two 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 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.

3. Stage three 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.

4. Stage four is an appeal to the Academic 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 Academic 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.