



## **St Richard Reynolds Catholic College**

**Policy:** External Appeals Policy/Post Results Services – Exams 2017/18

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**Date of approval by Governing Body:** Sept 2017

**Date of next review:** Sept 2018

### **Purpose of Policy**

This policy outlines the assessment appeal procedure for all SRRCC students and staff concerning GCSE work that is assessed externally. In general, it relates therefore to written papers, and also the few pieces of coursework that are wholly assessed externally.

### **EXTERNAL APPEALS PROCEDURE**

#### **EAR (Enquires about Results)**

After results have been issued to the student by the examinations officer, students must discuss their final grades with their Heads of Department if they feel there may be an issue.

Signed consent must be given by the student for the Head of Department to view their script to determine if a review of marking is warranted.

Signed consent must also be given by the student to apply for either:

- Service 1: Clerical Check
- Service 2: Review of Marking

Consent forms can be obtained from the Examinations Officer. Students will confirm that they understand that by requesting a clerical check or review of marking, their final grades may be moved up or down.

The examinations officer will advise on the options available to query the mark/grade and any costs involved in doing so.



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The Head of Department and the Departmental Line Manager will make the final decision if an EAR is appropriate, taking into consideration the breakdown of marks, the grade boundaries and the students predicted grade's.

If the EAR is supported, then the department will make a request, together with the student's consent form to the examinations office before the deadline for EAR's.

- 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, the student may appeal against the decision not to support an EAR.

- Appeals must be made in writing to the Examinations Officer at least five working days before the published deadline for EARs.
- The appeal must state the reason(s) for the appeal.
- The appeal must be signed, dated and include the contact number and email address for the student, parent or carer.
- The appeal information will be reviewed by the examinations officer and a member of the Leadership team.
- The outcome of the appeal will be communicated either by telephone or email at least one week before the exam boards deadline where possible.
- The decision that is reached is final.

If the school does not support the EAR, the student may still request that the EAR is put forward to the exam board.

The fee will be paid by the student before the EAR is made. No enquiry will be processed until the correct fee is paid.

If the enquiry is successful, the fee will be refunded to the student.

Outcomes following EARs will be forwarded by the examinations officer to the student as soon as they have been received from the awarding bodies.

#### Appeal outcomes

All decisions of an EAR, regarding an awarding body, are final.

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 sufficient 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.

Candidates will be notified of the outcome of their appeal, with reasons stated, within 10 working days of the decision being agreed.