


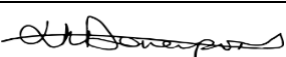
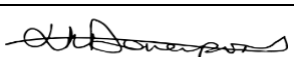
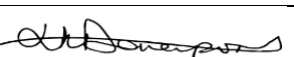






**Ysgol Uwchradd**  
**Prestatyn**  
**High School**

# Internal Appeals Policy For External Qualifications

Author	Date Adopted by Gov Body	Signed by Chair of Gov	Review Date
SMP	30/5/12		May 2013
SMP	22/5/13		May 2014
SMP	15/5/14		May 2015
SMP	20/5/15		May 2016
SMP	25/5/16		May 2017
ARH	24/5/17		May 2018
ARH	23/5/18		May 2019
ARH	22/5/19		May 2020
ARH	24/6/20		May 2021
ARH	26/5/21		May 2022
GJT	25/5/22		May 2023

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## Prestatyn High School

### Internal Appeals Policy for External Qualifications

**Prestatyn High School** Policy on Appeals is in two parts:

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

#### 1. Policy on Internal Assessments for External Qualifications

Prestatyn High School is committed to ensuring that:

- 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.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- 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.

#### Note to students

- A. If a student has any concerns about the procedures used in assessing their internally assessed work for public exams ie controlled assessment/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 Controlled Assessments 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 a candidate’s internally assessed work on the grounds of malpractice.

## Written Appeals Procedure

The student, parent or guardian of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series [eg by the end of June for the summer series].

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Management Team and a Head of Department not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the ACCAC Code of Practice.

The outcome of the appeal will be reported in writing to the student, parent or guardian [including relevant correspondence with the Awarding Body] before public exam results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

## 2. Policy on External Assessments for External Qualifications

### [Enquiries about Results - EARs]

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 students 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. A student may 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 guardian. 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 1<sup>st</sup> class letter post within 24 hours of receipt. This decision is final.

- c. 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 in person to the Examinations Officer ***before the published deadline for EARs***. If the enquiry is successful the fee will be refunded to the student.
- 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.

*--This policy will be kept under review and revised as necessary--*

*Appendix 1.*

**Internal reviews and complaints**

All learners will be informed of their right to request a review of their grade once provisional grades are issued in June. PHS will follow the guidance provided by the WJEC in their policy, “High level guidance on the centre review and WJEC appeals process”

1. **Stage 1:** A learner may ask for a provisional grade to be reviewed before submission to WJEC. This may lead to a grade being raised or lowered. The member of staff that undertakes this review process will be an objective member of staff and not the relevant subject teacher.
2. **Stage 2:** Once final results have been issued on results days, learners may appeal to WJEC through the school, if a judgement is felt to be unreasonable or erroneous. WJEC may lower or raise the grade following this process.
3. **Stage 3:** Learners may request an Exam Procedures Review Service from Qualifications Wales to check whether WJEC has followed the required procedures.

*See appendix 6 for WJEC flowchart*

WJEC's internal review and appeals guidance, due for publication week commencing April 26<sup>th</sup> April, will provide schools with further guidance. The school will read and take into account this guidance and update the school's centre's complaints and internal appeal procedure(s).

Appendix 2.

### Process for centre reviews and WJEC appeals

