




# Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

## APPEALS PROCEDURE POLICY

<b>Approving Body</b>	Trust
<b>Date of Last Approval</b>	
<b>To be Reviewed</b>	
<b>Statutory (Y/N)</b>	
<b>Signed/Authorised</b>	

## **Preamble**

The following policy document regarding Appeals procedure is largely concerned with the necessary procedures required by the Joint Council for Qualifications (JCQ) regarding the assessment of coursework. The most likely cause of dispute is with work submitted prior to signing the Candidate Statement of Authenticity as to whether the work is the students own. It is expected that discussions will have taken place before an appeal is launched.

Beal High School Staff are expected to: -

- Follow board and general guidance re the setting and monitoring of the production of coursework
- Assess each piece of work to the best of their ability against the appropriate criteria
- Moderate with colleagues if more than one teacher is assessing work for the same unit/component
- Investigate thoroughly if a piece of work is of a higher standard than that generally seen from a student or appears to have been downloaded from an unauthorised/unacknowledged source
- To disregard for assessment purposes those sections found to be not the students own work
- To inform the student of the appeal process i.e. if possible the Head of Department/Line Manager of the Department and then the following procedure.

If problems are found regarding the integrity of a piece of work following the signing of the Statement of Authenticity then this must be conveyed in writing at the first opportunity to the Examinations Officer. No Mark Sheets should be submitted without this having occurred.

## **Enquiries After Results**

The Examinations office will make known the available procedures by publishing a list outside the office and giving copies to the appropriate pastoral members of staff.

Enquiries can be made by Department Heads or individual students. In the event of the appeal being unsuccessful the cost will be borne by the Department in the former case and the student in the latter.

If a student wishes to launch an enquiry this will be processed provided it is accompanied by the appropriate fee at least two working days before the board deadlines. (The fee will be the cost of whichever service is required should the appeal be unsuccessful.)

If a student wishes to launch an appeal but is unable to meet the cost, application can be made

- a) To the appropriate Head of Year
- b) To the Examination Officer

If in the case of b) an appeal can be made to the Acting Deputy Head should this request for financial support be refused.

## **Internal Assessment Decisions**

Appeals against Internal Assessment Decisions should be made in writing to the Examinations officer as soon as possible but in all cases before the 20<sup>th</sup> May for an examination in the Summer session and by 15<sup>th</sup> January for an examination in the January session (10<sup>th</sup> November for an Examination in the November session)

It is expected that such appeals will only be made after discussion with the appropriate Head of Department or with the Line Manager of the Department.

Should an appeal be launched the process will be managed by the Examinations Officer unless the appeal is against a decision of the Department in which the Examinations Officer is a member. In this case the procedure will be managed by the Acting Deputy Head.

Following an appeal an enquiry will take place in the form of a meeting. The appeal panel will consist of the Examinations Officer (Acting Deputy Head) and the appropriate Head of Year (provided there is no conflict of interest in the latter case in which case a Head of Year of another year.) The appeal will be convened within 5 working days of the appeal being received by the Examinations officer.

That panel will take written and/or oral statements from: -

- a) The candidate together with a friend/parent/carer if the candidate chooses
- b) The teacher whose assessment is being appealed against
- c) If appropriate the Head of Department if this is different to b)

Decisions of the appeal panel's decision will be conveyed within 3 working days in writing to the candidate and Department.

All written aspects will be copied to the relevant parties as soon as possible. i.e. – the Appeal from the candidate should give reasons and will be copied to the member(s) of teaching staff

- the written response of the member(s) of teaching staff will be copied to the student.

**This procedure is designed to satisfy the requirement of the appended JCQ Document Arrangements for internal appeals against internal assessment decisions and enquiries after results**