



INTERNAL APPEALS PROCEDURE 2015-16

CONTROLLED ASSESSMENT/COURSEWORK & EAR

Controlled Assessment/Coursework

If a student is unhappy with the procedures involved in arriving at a coursework mark or with the coursework mark that a department has awarded, the procedure is as follows:

A. Controlled Assessment/Coursework Marks

Stage 1

- 1.1 The student should ask the subject teacher to explain how the mark has been awarded.
- 1.2 If the student is dissatisfied with the subject teacher's explanation he/she should immediately raise the matter with the Head of Department, who will respond within 7 working days.

Stage 2

If the student still does not understand or does not accept the mark that has been awarded, an Appeals Panel will be set up.

It is expected that an Appeals Panel will only be used in exceptional circumstances. The procedure will be as follows:

- 2.1 A request in writing for an appeal should be made to the Head Teacher stating the reasons for the complaint. This should be done within 7 working days of receiving the response from Stage 1.2
- 2.2 The teacher who has marked the work will respond in writing to the Head Teacher within two days of notification. A copy will be given to the student at this time.
- 2.3 If the student is not happy with the response they have received, the student can request a personal hearing with the Head Teacher*. This request must be made within two days of the written reply.
- 2.4 The student will be given at least two days notice of the hearing date.
- 2.5 The candidate will be given a breakdown of marks awarded at least two days before the Appeals Panel takes place.
- 2.6 The Appeals Panel will consist of the Head of College, Head of Department and Head Teacher*. The teacher involved will be present at the hearing. If the teacher who has marked the work is also the Head of Department or Head of College, their line manager will take their place on the Appeals Panel. The student may bring a parent/guardian/carer to support them in presenting their case.
- 2.7 The Head Teacher* will write to the student within two days of the hearing to explain the outcome.

A log of the process should be kept. A copy can be found at the end of this document.



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B. Malpractice Allegations in Controlled Assessment/Coursework

It is expected that all allegations of malpractice will be reported in a timely manner to the Head of Centre and the Awarding Body concerned.

Stage 1

- 1.1 The student will be invited to a meeting with the Head of Department where they will be informed of the allegations made against them to be given the opportunity to respond.
- 1.2 The student will be given 5 days in which to seek advice and respond further to these allegations.
- 1.3 A decision will be made on the allegation by the Head of Department and relevant member of SLT within 2 days of receiving a response from the student or if no response is received, within 7 days of the initial meeting.
- 1.4 The decision will be made known to the student in writing.

Stage 2

If the student is not happy with the outcome of Stage 1, an Appeals Panel will be set up.

It is expected that an Appeals Panel will only be used in exceptional circumstances. The procedure will be as follows:

- 2.1 A request in writing for an appeal should be made to the Head Teacher stating the reasons for the complaint. This should be done within 7 working days of receiving the response from Stage 1.4
- 2.2 The teacher who has made the initial allegation will detail the nature and the evidence of allegation in writing to the Head Teacher within two days of notification. A copy will be given to the student at this time.
- 2.3 If the student is not happy with the response they have received, the student can request a personal hearing with the Head Teacher*. This request must be made within two days of the written reply.
- 2.4 The student will be given at least two days notice of the hearing date.
- 2.5 The Appeals Panel will consist of the Head of College, Head of Department and Head Teacher*. The teacher involved will be present at the hearing. If the teacher who has raised the allegation is also the Head of Department or Head of College, their line manager will take their place on the Appeals Panel. The student may bring a parent/guardian/carer to support them in presenting their case.
- 2.6 The Head Teacher* will write to the student within two days of the hearing to explain the outcome.

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Enquiry About Results (EAR)

- A. When a student is unhappy with their examination result it is possible for the Exams Manager to request various post-results services:
1. Clerical Check to make sure all pages/marks have included and counted.
 2. Priority Review of Marking (GCEs for University/higher education places only) where a senior examiner re-marks the paper and ensures all marks are counted.
 3. Review of Marking where a senior examiner re-marks the paper and ensures all marks are counted.
 4. Review of moderation for coursework (usually only available at the request of the Head of Department). See section B below for further details.

The deadlines for submitting EAR requests vary and it is the responsibility of the student to check these dates and applicable fees, which are available from the Examinations Office and on the Cheney School website.

Students should be aware that the outcome of an EAR could result in the final grade awarded being lower, higher or remaining unchanged. A sample consent form can be found at the end of this document.

A student should immediately speak to the relevant subject teacher for an explanation of their results and to discuss options.

- B. Where the school is not prepared to support a student's application for an EAR, only expected in the case of a request for re-moderation, an appeals panel will be set up.

It is expected that an Appeals Panel will only be used in exceptional circumstances. The procedure will be as follows:

1. A request in writing for an appeal should be made to the Head Teacher stating the reasons for the re-moderation.
2. The Head of Department responsible for the coursework/controlled assessment will respond in writing to the Head Teacher by the third day of the Autumn Term. A copy will be given to the student at this time.
3. If the student is not happy with the response they have received, the student can request a personal hearing with the Head Teacher*. This request must be made within two days of the written reply.



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4. The student will be given at least two days notice of the hearing date.
5. The candidate will be given a clear explanation of the reasons their application cannot be supported at least two days before the Appeals Panel takes place.
6. The Appeals Panel will consist of the Head of College, Head of Department and Head Teacher*. The student may bring a parent/guardian/carer to support them in presenting their case.
7. The Head Teacher* will write to the student within two days of the hearing to explain the outcome.

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APPEAL PROCESS LOG - CA/COURSEWORK MARKS

Appeal type	Controlled Assessment Mark	
Student Name		
Subject		
Unit name and code		
Stage 1		
1.1 Teacher name		Date:
	Mark explained: Yes / No	Accepted : Yes / No
1.2 HoD name		Date:
	Mark explained: Yes / No	Accepted : Yes / No
Stage 1 Outcome To be completed by HoD	Satisfied	Unsatisfied
Stage 2		
2.1	Written appeal received by Head	Date:
2.2	Teacher written response received by Head	Date:
	Teacher written response sent to student	Date:
2.3	Request for personal hearing with Head	Date:
2.4	Appeals panel hearing	Date:
	Student notified two days prior	Date:
2.5	Breakdown of marks given to student	Date:
2.6	Panel members' names	1.
		2.
		3.
	Parent/Carer present	Name:
2.7	Outcome of hearing	
	Outcome of hearing sent to student	Date:
Additional comments:		



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APPEAL PROCESS LOG - ALLEGATION OF MALPRACTICE

Appeal type	Controlled Assessment Malpractice	
Student Name		
Subject		
Unit name and code		
Stage 1		
1.1 HoD name		Date:
The Allegation		
Student response		
1.2	Additional response from student within five days: Yes / No Date:	
1.3	SLT member name	
	Stage 1 Decision	
	Date	
Stage 2		
2.1	Written appeal received by Head	Date:
2.2	Teacher written response received by Head	Date:
	Teacher written response sent to student	Date:
2.3	Student request for personal hearing with Head	Date:
2.4	Appeals panel hearing	Date:
	Student notified two days prior	Date:



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2.5	Panel members' names	1.
		2.
		3.
	Parent/Carer present	Name
2.6	Outcome of hearing	
	Outcome of hearing sent to student	Date:
Additional comments:		



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SAMPLE

ENQUIRIES ABOUT RESULTS

Candidate Consent Form

Information for candidates

Please read carefully before proceeding with your enquiry about your examination result.

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, and there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. The form must reach the Examinations Manager by the stated deadline.

Candidate Number	Candidate Name	Tutor Group	Contact Address & Telephone No.

Awarding Body	Qualification level	Subject title	Paper/unit	Service

Details of Enquiry

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Student Signature: Date:



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Appeal Process Log - Enquiry About Results (EAR)

Appeal type	EAR Remoderation	
Student Name		
Subject		
Unit name and code		
1.	Written appeal received by Head	Date:
	Reasons for remoderation:	
2.	Response from HoD received by Head	Date:
	Copy sent to student	Date:
3.	Student request for personal hearing with Head	Date:
4.	Appeals panel hearing	Date:
	Student notified two days prior	Date:
5.	Reasons sent to student two days before hearing	Date:
6.	Panel members' names	1.
		2.
		3.
	Parent/Carer present	Name
7.	Outcome of hearing	
	Outcome of hearing sent to student	Date: