

# **Ysgol Maes Hyfryd Arrangements for Internal Assessment Decisions and Enquiries about Results Policy**



## **Introduction**

The awarding body requires that centres offering its examinations ensure that they have in place a procedure for candidates or their carers to request access to the enquiry and appeals system and a formal procedure for handling disputes when a *candidate* or carer disagrees with a decision by the centre.

This policy addresses the situation where students may wish to appeal against an internal assessment decision and/or grade he/she has received for a qualification.

## **Access**

Students are made aware of the existence of this policy and have open access to it. It can be found on the school's website and with the exams officer, Mrs Lorraine Bell.

All tutors are made aware of these policies and how to access them in order that students can be supported.

This policy is reviewed annually and may be amended in response to feedback from students, staff, parents and external organisations.

## **Policy Statement**

All students at Ysgol Maes Hyfryd have the right to make an appeal about any of the marks received for the qualifications they are undertaking.

If any student wishes to appeal a decision, they should follow the following procedure.

1. If possible, speak to the member of staff responsible for teaching the qualification in the first instance about the reason they wish to appeal.
2. The member of staff has a responsibility to explain to the candidate why he/she received the grade/mark.
3. If the student is not satisfied with the explanation, the piece of work will be re-marked by another member of staff also involved with that qualification.
4. The student will be informed of the outcome of the re-marking by letter.
5. If the student wants to continue the appeal, he/she needs to contact the exams officer, who will provide the student with information about the appeals procedure for the relevant awarding body and explain what is involved. The exams officer will assist with the completion of any forms and will correspond with the awarding body on behalf of the student.
6. Please note: a student must have the support of the centre to be able to appeal against a result.

Ysgol Maes Hyfryd will follow the guidance for centres on establishing an appeals procedure, following current JCQ guidelines when all other mechanisms within the school (for example discussion between the candidates/carers and the headteacher) have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will only be used in exceptional circumstances.

### **Establishing an appeals procedure**

The headteacher will nominate a senior member of staff to manage appeals. This person is responsible for disseminating information about the appeals procedures to candidate and their carer.

The teacher concerned in making the assessment, which is the subject of the appeal, should see a copy of the appeal and respond to this in writing with a copy sent to the candidate.

The candidate/carer should be allowed to have a personal hearing date; they should have sight of all relevant documents (eg, the marks given and the assessment made).

The teacher and candidate/carer will have the opportunity to hear each other's submission to the panel at the hearing.

The appeals panel will comprise of at least two individuals who have not previously dealt with the particular case.

Ysgol Maes Hyfryd will maintain a written record of all appeals. The record should include the outcome of an appeal and reasons for that outcome. The school will send a copy to the candidate / carer within a specified time limit. The school will inform the Awarding Body if there is any change to an internally assessed mark as a result of an appeal.

Ysgol Maes Hyfryd will give careful consideration to the dates between which appeals can be heard, taking into account the results date for the relevant examinations series.

Date: February 2018

Review Date: February 2019