

Appeals policy – GCSE controlled assessment and NEA and examination results

Arrangements for internal appeals about internal assessment decisions and enquiries about results.

Assessment decisions made within the school.

Trinity wishes to ensure that whenever a students' work is assessed by staff for an external qualification, this is done consistently, according to guidelines laid down by the awarding body, and with fairness towards all candidates. Assessments should, wherever possible, be conducted by staff who are specialists in their subject area and have received appropriate training in the activity. It is a requirement of all awarding bodies that every student's work is fully authenticated before it is submitted. Where more than one member of staff is involved in the assessment consistency will be achieved by a rigorous process of internal moderation and standardisation.

If a student feels that these principles have not been adhered to he/she may make use of the appeals procedure as it is outlined here.

This procedure is available from the general office, and can be viewed on the school website.

1. Appeals should be made in writing within two weeks of receiving a particular result. It should be sent to the Examinations Officer. There will be a written response to the complaint after consultation with the teacher and Head of Department concerned.
2. If the matter cannot be resolved in this way a hearing will be arranged as quickly as possible when the candidate will be able to present their case. The candidate will be allowed to be accompanied by a carer/friend. .
3. The appeal will then be considered by the Deputy Head and the Head of Department involved. The Deputy Head will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA.
4. Students will be informed in writing within one month of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of the work, and any changes made to improve matters in future.
5. The outcome of the appeal will be made known to the Headteacher. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation can sometimes change the marks awarded for internally assessed work. That is outside the control of Trinity and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant examinations board.

Enquiries about results: re-marks and appeals after final results and grades have been issued by the Awarding body

Students wishing to request a review of their result in a particular subject should:

1. Discuss the matter with the appropriate Head of Department and decide if you wish to proceed.
2. Collect a form with information about the services offered and their cost from the Examinations Officer.
3. Any completed forms must be returned to the Exams Officer along with a cheque for the appropriate amount. They must be received within two weeks of the issue date of the examination result.
4. No direct contact with exam boards should be made by Parents/Students regarding these issues.

If a student wishes to make an enquiry about the result of an examination after the subject grade has been issued, there are three possible outcomes:

The original mark is confirmed as correct, and there is no change to the grade.

The original mark is higher and this may result in the final grade being raised.

The original mark is lowered and this may result in the final grade also being lower.

All candidates must understand the three possible outcomes and be willing to sign their form to that effect.

This policy will be reviewed every 12 months by the Exams Officer.

Review date July 2026