



**Newman**  
Catholic College  
Excellence Through Faith

**Newman Catholic College**

Harlesden Road, Willesden

London NW10 3RN

**Tel:** 0208 965 3947/8497

**Fax:** 0208 965 3430

**E-mail:** [office@ncc.brent.sch.uk](mailto:office@ncc.brent.sch.uk)

**Website:** [www.ncc.brent.sch.uk](http://www.ncc.brent.sch.uk)

**Headteacher :** Mr D P Coyle

**Chair of Governors:** Mr P O'Shea

## Examination Appeals Policy

### Internal Appeals Procedure:

For complaints concerning the procedures used in internal assessment of GCSE coursework.

(Please note that appeals cannot be made regarding the actual marks or grades submitted by the school for moderation by the Awarding Bodies).

This policy applies to all staff and pupils at Newman Catholic College Examination Centre.

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, Newman Catholic College is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisations and/or assessments, attend any compulsory training sessions.

### Written Appeal Procedures:

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise students and parents of these procedures. Appeals may be made to the school regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderation by the Awarding Body.

A student or parent wishing to appeal against the procedures used in Internal Assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the School at least two weeks before the date of the last external exam in the subject.

On receipt of a written appeal, an enquiry into the Internal Assessment will be conducted by the Examinations Officer, the Head of Department and the Leadership Team line manager for the Department. This enquiry will consider whether the procedures used in the Internal Assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.



Specialist Schools  
and Academies Trust  
THE SCHOOLS NETWORK™



Maths &  
Computing

Microsoft® IT Academy  
Program Member



The Chartered Institute for IT  
Enabling the information society



INVESTORS  
IN PEOPLE



## **School Policy on Enquiries about Results:**

The school will support all enquiries about results provided:

- a) The candidate gives written consent
- b) The candidate incurs all costs associated with the enquiry

## **Statement for Students:**

“If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects) you should see the Examinations Officer as soon as possible.”

## **Internal Assessment Procedure:**

Appeals PLEASE NOTE: Appeals may be made regarding the procedures used in internal assessment but not the actual marks or grades submitted by the school for moderation by the awarding body.

This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a GCSE/GCE award.

The procedure at Newman Catholic College will be supervised by the Examinations Officer.

- Any appeal will be considered by at least three members of Newman Catholic College School staff, including the Examinations Officer and a member of the school’s Leadership Team.
- You will be allowed to be supported in the presentation of your case by a parent, guardian, or friend.
- A written record of all Appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All Appeals will include a review of the procedure used at Newman Catholic College to award marks for Internal Assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.
- You must complete the relevant form at least two weeks before the date of the final written examination paper in the subject at that exam session.

An internal Appeal will be resolved by the date of the final written examination paper of the session.

Newman Catholic College will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations, of the issue of results at Newman Catholic College and full details of any Appeal will be made available to the Awarding Body on request.

## **How do I make an Appeal?**

You should seek advice from your tutor or relevant subject teacher.

If you wish to make an appeal, please contact the Examinations Officer.

## **Enquiries about Results (public examinations):**

An appeal may be made against a public examination result by a candidate or by his/her parents/guardians on his/her behalf. It is recommended that all candidates seek the advice of the relevant Head of Department prior to applying for an Enquiry about Results. As a rule of thumb, candidates should not be advised to proceed with an EAR unless his/her have good reasons for doing so, e.g. if the candidate’s overall result is very close to the next superior grade boundary or when the result is evidently out of line with the candidate’s previous performance, in which case a Clerical Check (EAR Service) may be more appropriate.

Candidates and their parents must be informed of the EAR processes and fees in writing prior to the start of the examinations season, as per JCQ’s new regulation. They must also be advised that results may go down as well as up following an EAR, which could in turn affect the overall grade awarded.

Finally, candidates and parents must be made aware that, as of June 2017, should the Examining Body find that the mark originally awarded was ‘reasonable’ (within a certain, unpublished tolerance margin), the result may – and probably will - be upheld.

Enquiries about Results forms will be available on Results Day and we aim to process them within five working days. Applications may be made directly with the Examinations Officer by e-mail if the candidate is unable to attend Results Day. No EARs will be processed without payment and cheques must be made payable to Newman Catholic College.

The Examinations Officer will print and file a copy of the acknowledgement e-mail.

Upon receipt of the results (this may take several days or weeks depending on the Examining Body or nature of the enquiry), candidates will be informed of the outcome, typically by e-mail using one or more of the parental addresses registered on the school database; a copy of the outcome pdf from the Examining Body (or a printout from the relevant web page) will be e-mailed to them. The relevant Head of Department will be copied in on all communications.

Should the EAR result in a grade change, the fee or part of, will be waived in accordance with the relevant Examining Body's policy and the cheques returned to parents by mail or destroyed upon request.

No EARs must be processed without the candidate's and his/her parents' consent under any circumstances, even at a Head of Department's request. The request form must be duly signed by the candidate and the Examinations Officer will keep a copy on file.

**Some Heads of Department may wish to order copies of some candidates' scripts for teaching or training purposes. This can only happen with the written consent of the candidate. The candidate may well agree to their script being ordered and used in class but, unless they have clearly stated that they are happy for their name to remain on the script, it must be removed from all copies.**