



## **APPEALS POLICY**

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## **1. OPENING STATEMENT**

1.1 Most examination courses carry either an element of coursework or are examined 100%. It is important therefore that all pupils believe:

- that their work has been dealt with appropriately and professionally
- that the grade given reflects the quality of the work submitted

This document sets out the processes by which appeals can be made in those circumstances when all else has failed to resolve discontent.

## **2. GROUNDS FOR APPEAL**

Appeals may be made against the result of an assessment if it is believed that either of the following applies:

- 2.1 the teacher has not taken into account all the evidence that has been produced as part of the coursework.
- 2.2 there is a significant difference in the result achieved by one pupil compared to that of another pupil whose work is deemed to be of a similar standard.

## **3. APPEALS PROCEDURE**

- 3.1 Pupils should discuss their concerns about their coursework mark with their teacher to hear the reasons for the award that has been given.
- 3.2 If the matter cannot be resolved, an appeal form (obtainable from the Examinations Officer) should be completed. The form should be submitted to the Examinations Officer within ten working days of receiving the coursework mark.
- 3.3 The appeal form should be signed and dated by the Examinations Officer who will make a photocopy of the document to be retained by the appellant.
- 3.4 An interview with the Head of Department will be arranged within five working days to discuss the issue(s).

The Head of Department will give a written judgement on the appeal form. If, in the opinion of the appellant, this is not satisfactory then the case may be taken to the Headteacher.

The application to see the Headteacher must be made within five working days.

- 3.5 The Headteacher, or his/her delegated representative, will consider the evidence and listen to the views expressed before reaching a decision. The Headteacher's decision will be communicated within five working days.