



# **Regents Park Community College**

## **Internal Exam Appeals Procedure**

**Policy updated: April 2023**

**Policy to be reviewed: April 2024**

**Non-Statutory**

## **Introduction:**

Regents Park Community College is committed to ensuring that whenever staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Regents Park Community college ensures that all centre staff follow a robust non-examination Assessment policy. This policy details all the procedures that relate to non-examination assessment, this includes marking and quality assurance process which staff are directed to follow.

Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according the requirements of the Awarding Body. Consistency is checked by internal moderation and standardisation in the instance that a number of teachers are involved in marking a candidate's work.

If a student feels that the procedures outlined above have not been followed in relation to his/her work, or the assessor has not properly applied the mark scheme then she/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

*Please note that appeals can only be made in regards to the assessment process, not against the mark that is submitted to the Awarding Body.*

This procedure is available from the Examination Officer, and is available to parents and students within the examination information booklets.

## **Appeals procedure:**

1. The Examinations Officer will ensure that the candidates are informed of their centre-assessed grades so that they can request a review of the marking process used to determine this mark, before it is submitted to the awarding body.
2. Appeals should be made in writing by completing an "Internal Appeals Form" (See Appendix A) as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series. (e.g. the appeal must be made before a date in mid-June for the summer series as presently timetabled.)
3. Candidates will be made aware that they can request copies of the materials used to assess their work by completing and submitting a "Request to access centre Assessed Grades Form" (see Appendix B), such as the mark scheme, marked work, the relevant specification, and other associated subject documents.
4. Appeals should be made in writing to the Examinations Officer, who will investigate the appeal.
5. If the Examinations Officer was directly involved in the assessment in question, the Head will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Examinations Officer is not able to conduct the investigation for some other reason.
6. The Examinations Officer or other member of staff will decide whether the process used for the internal assessment conformed of the requirements of the awarding body and the examinations code of practice of the QCA. This will be

done before the end of the series. (e.g. currently the end of June for the summer series).

7. The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work, and any changes made to improve matters in future.
8. The outcome of the initial review of the appeal will be made known to the Head of Centre, and will be logged as a complaint under the complaints procedure (see Appendix C). 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 (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Regents Park Community College and is not covered by this procedure. If you have concerns about this procedure, please ask the Examinations Officer for a copy of the appeals procedure of the relevant examinations board.

## Appendix:

(A)



### Request for Appealing GCSE Grades Summer 2023

*This form is to be filled in if you would like to appeal grades that have been awarded to you this summer. An appeal is not guaranteed to be successful. There may be a fee for each subject you appeal. Further guidance on any cost will be supplied.*

**Name:**

**Subjects to appeal:**

Subject	Grade awarded

**Consent:**

*I hereby give consent for my school to appeal the subjects I have identified above. I will agree to pay any fees prior to an appeal being lodged. I am aware that any appeals have to be made by (xx.xx.xx). I am also aware that in lodging an appeal my grade may stay the same, go up or go down.*

**Signature:**

**Date:**

King Edward Avenue  
Southampton  
SO16 4GW  
T: 023 8032 5444  
E: [info@regentspark.southampton.sch.uk](mailto:info@regentspark.southampton.sch.uk)  
W: [www.regentsparkcollege.org.uk](http://www.regentsparkcollege.org.uk)  
T: @RegentsParkCC  
Headteacher: Mrs Samantha Barnes



Respect

Pride

Creativity

Challenge

(B)



### Request to access Center Assessed Grades

*This form is to be filled in if you would like to obtain a copy of the center assessed grades that were submitted to the exam boards in place of sitting your exams this summer. You are entitled to request grades, however we are not able to release the rank order.*

Name:

Subjects you will like to see center assessed grades for:

Subject	Center assessed grade submitted.

Consent:

*I hereby request for my center assessed grades for the above subjects to be released to me. I accept that I will not be able to assess my rank order or other students' center assessed grades. I also understand that these grades will have been subsequently moderated by the exam boards. All center assessed grades we based upon work I completed in school up to the (xx.xx.xx). Work will include, mock exams, teacher assessments and work completed in class.*

Signature:

Date:

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Headteacher : Mrs Samantha Barnes



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### Complaints Procedures:

#### Complaint Form

Please complete and return to: [Headspa:regentspark.southampton.sch.uk](mailto:Headspa:regentspark.southampton.sch.uk) or Clerk to Governors [Natalie.miller@regentspark.southampton.sch.uk](mailto:Natalie.miller@regentspark.southampton.sch.uk), who will acknowledge receipt and explain what action will be taken.

You Name:
Student's Name (if relevant):
Your relationship to the student (if relevant):
Address:
Postcode
Daytime telephone number:
Evening telephone number:
Please give details of your complaint, including whether you have spoken to anybody at the school about this matter.

King Edward Avenue  
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