

# King Solomon Academy Appeals Procedure 20-21

This document outlines our approach to internal exam appeals at King Solomon Academy. It has been edited for 20-21 in light of JCQ guidance concerning appeals this academic year.

## *1. Procedure for candidates to apply to sit additional qualifications at King Solomon Academy*

If students would like to take additional GCSEs not taught by the school, students and parents must apply using the application form available on the website.

This should be given to the Exams Officer by February 1<sup>st</sup> at the latest for examination occurring in the Summer Term.

A decision will be made by the Headteacher as to whether the student should be entered as an external candidate or an internal candidate and who should pay for the entry fee or whether the school will not be able to run the examination. The Headteacher will give his answer in writing within 7 days.

If the student or parent does not agree with the decision, an appeals meeting can be requested with the Headteacher and another senior member of staff to discuss the decision and the reasons for the decision.

The Headteacher's decision after this meeting is final.

## *2. Procedure for candidates to appeal internally assessed assessments*

Candidates and parents will be told their internal assessment results by their teacher at Parents Evening or in class.

If a parent or candidate has concerns over an internal assessment, they should speak to their child's subject teacher and the Head of Department. This is to understand why they have been given the result they have been given. This should be arranged through Ms. Al-Hariri.

If this is not resolved, an appeal should be put in writing to the Vice Principal in charge of the Curriculum, Ms. Crompton. They will read the case and organise meetings with the subject teachers and head of department to understand the reason for the marks.

After a debrief meeting with Ms. Crompton, if the candidate or parent is still unhappy, the Headteacher will hear their appeal. This needs to be requested in writing within 3 days of the debrief meeting with the senior leader in charge of curriculum.

All decisions will be communicated by the Headteacher within 5 days of the appeal .

The Headteacher's decision will be final.

The exam officer is responsible for keeping an accurate record of all appeals and communicating appeal information to the student and where appropriate parent or carer. This record should include the outcome of the appeal and the reasons for this outcome.

## *3. Procedure for appealing results issued to GCSE and A Level students in 20-21*

Individual centres have been asked to award grades based on the evidence they have collated using their academic judgement. We will do this by:

- Ensuring all evidence is marked accurately and moderated with other schools in the Ark network
- Reviewing evidence against the grade descriptors provided by JCQ
- Implementing planned quality assurance procedures to ensure all grades awarded are fair

Although everyone will be working hard to make sure you are issued with the correct grades on results day, there will also be an appeals system as a safety net to fix any genuine errors that were not identified earlier on.

If you believe an error has been made in determining your grade, you will have a right to appeal.

There are two stages to the appeals process:

### **Stage 1: Centre Review**

If you don't think you have been issued with the correct grade, you can appeal to King Solomon Academy. On Results Day, you will receive information about how to request an appeal with Ms Al-Hariri leading on this process.

Ms. Crompton will then work with Ms. Al-Hariri, Heads of Department and other Senior Leaders who will review whether they:

- made an administrative error, e.g. they submitted an incorrect grade; they used an incorrect assessment mark when determining your grade.
- did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

JCQ guidance states that to help you decide whether to appeal, you can request that your school or college shares with you the following information on results day if not before:

- their Centre Policy, which outlined the planned procedures for ensuring fairness in the awarding of grades
- the sources of evidence used to determine your grade along with any grades/marks associated with them
- details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness

At King Solomon Academy, all Year 11 and Year 13 students and their parents/ carers will receive a letter reminding them of the sources of evidence and how to appeal. We will be in direct contact with individuals where special circumstances have been taken into account. We will **not** be able to share grades until Results Days. All students in Year 11 and year 13 have already been informed which pieces of work will count for the evidence base.

### **Stage 2: Appeal to the Exam Board**

If you still don't think you have the correct grade after the centre review is complete, you can ask your school or college to appeal to the exam board. Once you receive the outcome of the Centre Review Appeal, if you still don't think you have the correct grade, you can ask your school to appeal to the exam board. You will receive information on how to request this with school when you receive the outcome of your centre review.

The exam board will review whether

- the school or college made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence.

A reasonable judgement is one that is supported by evidence. An exercise of judgement will not be unreasonable simply because a student considers that an alternative grade should have been awarded, even if the student puts forward supporting evidence. There may be a difference of opinion without there being an unreasonable exercise of judgement. The reviewer will not remark individual assessments to make fine judgements but will take a holistic approach based on the overall evidence.

- the school or college did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such

as illness. • the exam board made an administrative error, e.g. they changed your grade during the processing of grades.

At both stages of the process you will need to submit your appeal to King Solomon Academy. Ms. Al-Hariri will ask for your written consent to conduct the appeal or submit it to the exam board on your behalf.

It's important to remember that your grade can go down, up or stay the same through either stage of the process. If you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also tell your school or college so they can ask the exam board to prioritise your appeal.

The timelines for priority and non-priority appeals will be as follows:

10 August to 7 September: priority appeals window

» 10 August to 16 August: student requests centre review

» 10 August to 20 August: centre conducts centre review

» 11 August to 23 August: centre submits appeal to exam board

• 10 August to end October: majority of non-priority appeals take place

» 10 August to 3 September: student requests centre review

» 10 August to 10 September: centre conducts centre review

» 11 August to 17 September: centre submits appeal to exam board

If you believe the exam board has made a procedural error in handling your appeal, you can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board