

King Solomon Academy Appeals Procedure 21-22

This document outlines our approach to internal exam appeals at King Solomon Academy.

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 1st at the latest for examination occurring in the Summer Term.

A decision will be made by the Principal 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 Principal 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 Principal and another senior member of staff to discuss the decision and the reasons for the decision.

The Principal'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. 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 the VP Curriculum, 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 meeting with the senior leader in charge of curriculum.

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

The Principal'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 coursework results

Teachers and Heads of Department should refer to the JCQ guidance on coursework if undertaking coursework in their subject. This can be found [here](#).

Teachers are responsible for sharing coursework marks in advance and for ensuring pupils know how to appeal. Teachers should share marks at least five days before the internal submission deadline to ensure there is sufficient time to process any possible appeals.

If a pupil is unhappy with their coursework mark they have the right to appeal.

- **Stage One:** Students should discuss with the teacher who has set and marked the assignment, explaining the reason for their concerns and why they wish to appeal against the decision. The teacher will at this point log why the learner wants to appeal by email to the pupil and the Head of Department. The assessor, after considering the explanation, and discussing with the internal verifier will provide a response with a clear explanation of the decision taken. If the student still remains unhappy with the outcome they should proceed to stage two.
- **Stage two:** Students should submit [this form](#) on MS Forms. This should include reasons for the appeal and evidence for why the student believes the decision to be incorrect. All appeals must be made within 24 hours of receiving their mark.

When an appeal is submitted, an additional member of staff not connected to the course, will review the work and make a new decision on the result. If this is not possible to complete within the centre, we will seek support from colleagues in the Ark network. They will use evidence from the appeal entry, the initial annotations and new marking to make a decision on the appeal. The student will receive a response to their appeal within three days of the date of submitting the appeal. This response will be received in writing and this will be stored on record for at least 18 months after the appeal.

4. Procedure for appealing results issued in GCSE, A Level and BTEC external examinations

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the centre at their discretion. If the school believes the remark is not appropriate, the cost will be paid by the candidate, in advance of the EAR being submitted.

All decisions on whether to make an application for an EAR will be made by Head of Departments, the senior leader in charge of curriculum.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) process.

All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.