

INTERNAL APPEALS PROCEDURE FOR STUDENTS FOLLOWING RELEASE OF RESULTS FROM AWARDING BODIES

Any student who wishes to appeal against an examination grade from an awarding body upon issue of results should follow the following procedure:

Contact subject teacher, or Examinations Officer, as soon as possible (but no later than 3 days before the published deadline for Enquiries about Results) in person to discuss mark, raise concerns and discuss the best way forward. The Exams Officer will advise on what options are available to query the mark and the costs involved.

Students should be aware that Enquiries about Results (EARs) can result in marks being raised, confirmed or **lowered**. Students should sign a consent form to confirm that they understand the consequence of the enquiry.

Subject teacher to review marks and discuss with Head of Faculty to agree the way forward taking into account the break down of marks and grade boundaries and the student's predicted grades. If the Department agree to support the enquiry, please follow **(1)** below if not the subject teacher should advise the student as per **(2)** below.

A student may appeal against a decision not to support an EAR. Appeals should be made in writing to the Principal no later than 5 working days before the published deadline for EARs. The appeal should be in writing and state the full details of the complaint and the reasons for the appeal. The appeal should be signed and dated and include a daytime telephone number of the student. This information will be reviewed by the Principal or another member of the Senior Management Team and the outcome of the appeal will be communicated by telephone where possible or 1st class post within 24 hours of receipt. This decision is final.

- (1)** If the subject team agree to support the enquiry, the request together with the student consent form should be made available to the Exams Officer before the published deadline for EARs.
- (2)** If the school does not support the enquiry, the student may still proceed in some cases (please contact the Exams Officer) with the enquiry, but all costs involved need to be paid by the student at the time the enquiry is made. No enquiry will be made unless the fees are paid. Requests should be made in person to the Exams Officer before the published deadline for EARs. If the enquiry is successful, the fee will be refunded to the student.

Outcomes following EARs will be made in writing by the Exams Officer to the student as soon as they have been received from the Awarding Bodies.