

## Exam External Assessment Appeals Policy

### 1. Introduction

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and to ensure there is a procedure in place for those students who may wish to query a mark /grade awarded by an Awarding Body upon issue of results.

### 2. Procedure

In the event that a student may wish to query a mark /grade, they should follow the steps below:

- Contact the Examinations Office as soon as possible and complete the Candidate Consent Form for External Assessment [but at least **10 working days before the published exam board deadline for EARs**] in person to discuss the mark/grade. The Examinations Office will advise on the options available to query the mark/grade and the costs involved.
- Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Office.
- Students should also consult their subject teacher to review their marks/grades and discuss with the Head of Department as appropriate to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades before signing the consent form and returning it to the Examinations Office.
- If the Academy agrees to pay for the EAR, the Head of Department must sign the consent form to that effect. If the Department does not agree to pay for the EAR, the student must ask their parents or carer to sign the consent form and forward on payment in advance.
- The consent form, should be given to the Examinations Office **before the published deadline for EARs**.
- Outcomes following EARs will be forwarded by the Examinations Office to the student as soon as they have been received from the Awarding Bodies.

Version and Date	Action/Notes
1.0 Sept 2014	Approved by Governing Body      2014.      Author: Exams Officer
	Next Review: Autumn Term 2016