

THOMAS MILLS HIGH SCHOOL

Public Examinations:

Procedure for Making and Hearing Appeals against Decisions made by the Centre

1. This procedure covers enquiries and appeals by examination candidates:
 - (a) against internal assessment decisions respecting coursework etc made by the school as an approved Examination Centre;
 - (b) with respect to the school's role in the making of enquiries about results.
2. This document is to be distributed to all candidates, who are advised to keep it in a safe place.
3. If a candidate has any queries or concerns on these matters, in the first instance informal enquiries should be addressed in writing, in person or by telephone to the Examinations Officer (Mrs K. Lomax). She will explain the procedures and provide any necessary further general information and advice, including information about the time limits that must apply to any appeals.
4. Internal Assessment Decisions.
 - 4.1 If (after discussion with the Examinations Officer) a candidate is dissatisfied about the procedures that have been used in any internal assessment that is part of a public examination or has reason to believe that unmoderated marks have been awarded incorrectly, an appeal should be made in writing *either* to the Assistant Headteacher (Mr M Ward) *or* (in the case of Sixth Form candidates) to the Head of Sixth Form (Mr A Cann). This person will become the appeal manager and will ensure that the rights of all parties are respected.
 - 4.2 The written appeal should include the details of the complaint and the reasons for the appeal.
 - 4.3 The teacher(s) concerned will then be supplied with a copy of the appeal and will be invited to make a response in writing.
 - 4.4 The candidate will be supplied with a copy of the teacher's response and will be asked whether they accept the teacher's response as fair or (if not) whether they would like *either* to discuss it further with the appeal manager *or* to ask for a hearing.
 - 4.5 If the process is resolved without a hearing, the appeal manager will so inform the Head of Centre.
 - 4.6 If a hearing is requested, the appeal manager will arrange for this to be heard on an agreed date by another senior member of staff (not hitherto involved) and a governor. No one with either a personal interest or prior involvement in the case will be invited to sit on the panel.

- 4.7 The appeal manager will ensure that all parties are supplied with all the relevant papers in good time before the hearing.
- 4.8 The decision of this hearing (at which the candidate is entitled to be accompanied by a carer or friend) will be binding and will be communicated (with reasons) to the Head of Centre and to the complainant(s) and teacher(s) concerned.
- 4.9 In all cases the appeal manager will ensure that a full written record is kept of all appeals and that a copy is supplied to the candidate within 15 working days of the end of the process.
- 4.10 The appeal manager will (should the mark awarded change as a result of an appeal) ensure that the Examinations Officer immediately reports this to the awarding body.

5. Enquiries about Results.

- 5.1 Enquiries to awarding bodies about results are made through the school. Candidates should make enquiries to the Examinations Officer (Mrs K. Lomax) in the first instance. She will explain the procedures, including the different kinds of enquiry and the costs of each and will pass on the request to the Head of Centre and other appropriate staff.
- 5.2 If the school supports the enquiry, the Examinations Officer will contact the candidate to inform them and to request any payment for the service.
- 5.3 If the school does not support the enquiry, the candidate and/or carer has the right to use the same procedure as that outlined above (in paragraphs 4.1 to 4.9) by making a written appeal to *either* the Assistant Headteacher (Mr M Ward) *or* (in the case of Sixth Form candidates) to the Head of Sixth Form (Mr A Cann).
- 5.4 If the appeal process reverses the original decision of the school the appeal manager will inform the Head of Centre who will ensure that the relevant awarding body is informed.

6. Deadlines.

November/October exam series: 2nd February 2024
June 2024 exam series: TBC (7 days before Awarding Bodies Deadline)

P J Hurst
Head of Centre.
(Centre No. 19125.)