

Newbridge Learning Community's Internal Appeals Procedure

The following Appeals Procedure applies to any internally assessed work making up part or all of an external qualification for example controlled assessments, vocational units etc. The procedure should be used where candidates are unhappy with any stage of the assessment process and they have been unable to resolve this directly with staff. It is to be shared with pupils at the start of the course and available to them throughout their period of study.

Grounds

The following are considered grounds for appeal:

- The candidate disagrees with the assessment decision as set against performance criteria
- The candidate is dissatisfied with the way in which the assessment was carried out
- The candidate is dissatisfied with the amount of opportunities offered to demonstrate competence
- The candidate experiences bias/discrimination in the assessment process in terms of equal opportunities

Procedure

In the first instance the candidate should try to resolve the issue with the assessor where this is appropriate. If this does not resolve the issue then the Deputy Head for curriculum should get involved. If this fails to resolve the issue then a request for appeal should be made in writing to the Head. This must be done within 3 weeks of the candidate being informed of an assessment decision.

The Appeal Process

Following a written request for an appeal:

1. A date will be set for the Appeals Panel to meet within 20 working days of receiving the appeal.
2. The Head will try to resolve the matter with the candidate and the assessor by exploring mutually acceptable solutions before the formal meeting of the Appeals Panel. Possible solutions that can be considered are the re-assessment of performance by an alternative assessor or the re-evaluation of performance evidence by the original assessor.
3. The Appeals Panel will consist of 3 people who have not been involved with the disputed assessment. The panel will comprise 1 member of SLT and 2 other staff qualified in the delivery and assessment of the particular award. A list of panel members will be sent to all concerned.
4. The Appeals Panel will give everyone involved the opportunity to present their account of the matter under appeal. This can be done verbally or in writing. If so desired, those involved may give their account in absence of others involved in the matter.
5. The Appeals Panel will consider the matter and record their decision. They will then notify the parties of that decision within 5 working days.
6. If the candidate is still not satisfied with the outcome of the appeal a further complaint can be made to the Awarding Body.

Newbridge Learning Community's appeals process relating to Enquiries about Results

After the release of examination results, a candidate has the right to apply to the Awarding Body, through the centre, for a review of their result if they consider the grade to be too low. This can take the form of a clerical check or a full re-mark of an examination paper or papers. This review is termed an Enquiry about Results (EAR) and is applied for by the centre on behalf of the candidate. Candidates, parents and carers should be aware that this process has a cost attached which is expected to be paid by the parent/carer, the amount varying according to the type of exam and exam Board. It should also be noted that the process may result in a lowering of the grade awarded. This procedure has a short deadline and therefore any requests must be carried out quickly after receiving the exam results.

Newbridge Learning Community advises any candidate who has concerns about a grade awarded for a subject to come and talk their concern through with the Examination Officer within 2 calendar weeks of the issue of results. Following this discussion the centre will immediately apply for a review if this is considered appropriate. If the centre does not consider a review appropriate, the candidate will be informed of this decision within 3 working days. If the candidate still wishes to proceed with a request for a review, the following procedure will apply:

- The candidate should appeal against the decision within two days
- The centre will then arrange a meeting within 3 days with the candidate and their parent / carer, the subject teacher concerned, the examinations officer and the head of centre or his/her representative from the senior staff
- The candidate and their parent / carer will be able to present their reasons for asking for the review at this meeting
- The head of centre or his/her representative will make a final decision on whether the appeal should go ahead, and will inform the candidate and their parent / carer verbally, then in writing, of the decision
- If the final decision is to proceed with the request for a review, the examinations officer will carry this out to meet the appropriate deadline.

Examinations Officer

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