



RAINEY ENDOWED SCHOOL

INTERNAL APPEALS

Implementation Date – January 2020

Frequency of review	Every Year		
Policy Owner	Sub Committee(s)	Last reviewed	Next review
Internal Appeal	Education Committee	September 2025	September 2026
Internal Appeal	Education Committee	Updated December 2025)	September 2026

APPEALS PROCEDURES RELATING TO INTERNAL ASSESSMENT DECISIONS FOR GCSE/GCE/VOCATIONAL/APPLIED EXAMINATIONS

Candidates may appeal any internal assessment decisions where they believe that the Centre's procedures for awarding marks have not been adhered to. **Such an appeal should be lodged at least 5 working days before the CCEA deadline for submitting marks with the Examinations Officer in writing using the proforma available from the Examinations Officer and in Appendix 1.**

In the preparation of their appeal, candidates will have access to:

- the marks awarded to them by the Centre for an internal assessment
- all comments recorded by the Centre relating to their internally assessed work
- any correspondence between the Centre and the Awarding Body relating to their internally assessed work
- information, if available at the time of the appeal, as to whether their work was sampled by the Awarding Body
- the moderated mark given to the work by the Awarding Body, if known
- relevant Awarding Body procedures for the conduct of internal assessments

The Principal will nominate a senior member of staff to manage internal appeals.

The Principal will nominate an appeals panel consisting of at least three people, at least one of whom has not been involved in the internal assessment decision.

The candidate will present his/her case to the appeals panel in person. The candidate may be supported in the presentation of his/her case by one parent, guardian or friend.

A written record will be kept of all appeals in the Examinations Office. This record will include:

- (a) the candidate's application
- (b) the outcome of the appeal and the reasons for that outcome.

The candidate will be sent a copy of the outcome of the appeal and the reasons for that outcome.

The appeals panel will review the **procedures** used by the school to award marks for the internal assessment in dispute. They will consider whether those procedures were in conformity with the published requirements of the Awarding Body and with the GCSE/GCE/Vocational/Applied Code of Practice produced by the Regulatory Authorities.

The appeals panel will try to consider and resolve all internal appeals before coursework marks are submitted to the Awarding Body. Any difficulties in meeting this deadline will be raised with the Awarding Body.

The appeals panel will inform the Principal of the existence and outcome of all internal appeals.

The appeals panel will inform the Awarding Body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the Centre.

The appeals panel will make full details of any appeal available to the Awarding Body on request.

APPEAL AGAINST STAFF DECISION TO REJECT A CANDIDATE'S WORK ON THE GROUNDS OF MALPRACTICE

In the event that a malpractice decision is made, which the candidate feels is unfair, the candidate has the right to appeal. The process followed should be as above using the proforma in Appendix 1 with the time frame being the same.

POST –RESULT SERVICES AND APPEALS

Candidates will be provided with details of the Post-Results Services provided by the examinations board when they receive their Provisional statement of results in August.

Should they wish to request the examination board to carry out a review of their result, candidates should return the required application form together with the Candidate consent form to the school office by the dates given on the information sheet. Payment for this service should be made via ParentApp. The school will arrange for the request to be forwarded to the examination board.

If a candidate disagrees with the centre’s decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal, they should put their request in writing to the Board of Governors of RES and give details of the reasons for their application.

Candidates will be informed of the outcome of their application as soon as the school hears back from the examination board. Copies of requested scripts will be returned to candidate’s school email address or parent email address.

Candidates who wish to further appeal following the review may do so in accordance with the examinations board published regulations. A request must be made to the school within 30 calendar days of the date of the review of results letter.

APPEALS REGARDING CENTRE DECISIONS RELATING TO ACCESS ARRANGEMENTS AND SPECIAL CONSIDERATION

Access Arrangements

Candidates may appeal any internal access arrangements decisions where they believe that the Centre’s procedures have not been adhered to. Such an appeal should be lodged by end January (see Appendix 2) with the Principal in writing using the proforma available from the Examinations Officer.

Special Consideration

Special Consideration can be applied for when there have been adverse circumstances affecting the candidate **at the time of the examination**. There are 2 documents relating to this on school website.

1. RES- A guide for parents on Special consideration. This document sets out the criteria set by the Examination board for applying for Special consideration.
<https://raineyendowed.com/wp-content/uploads/2023/01/RES-A-guide-for-parents-on-Special-Consideration.pdf>
2. Consideration of an application to an Examination board for Special consideration. This form should be completed in full and returned to Exams Officer with required doctor’s letter by the date indicated on the form. The form needs to be signed by both the candidate and parent/guardian. Late applications and incomplete forms cannot be accepted.

APPLICATION FORM

All applications received by Exams Officer are submitted to the Examinations Board. The adjustment of marks is at the Examinations Board discretion and is not the decision of the school.

Appendix 1 -Rainey Endowed School Proforma for appealing internal assessment decisions

Please return this form to Mrs Ferguson at least 5 working days before the CCEA deadline for submitting marks.

Candidate's name _____
Candidate number _____
Subject _____
Exam Board _____
Level GCSE/AS/A2 (delete whatever is not applicable)
Module (if relevant) _____

Title of your Controlled Assessment

Describe in your own words why you think that the school's procedures for awarding Controlled Assessment marks have not been adhered to. (This form may also be used to appeal a malpractice decision). Use another blank sheet if necessary.

Candidate's signature _____

Date signed _____
(Sign and date any extra sheets you are submitting)

Appendix 2 -Rainey Endowed School Proforma for appealing Access Arrangement decisions

Please return this form to Principal by 31 January.

Candidate's name _____

Describe why you think that the school's procedures for awarding Access Arrangements have not been adhered to. Use another blank sheet if necessary.

Parent/Guardian signature _____

Date signed _____

(Sign and date any extra sheets you are submitting)