



The Fernwood School

High Achievement with Care & Discipline for All

Appendix 1

Internal Appeals Policy for Controlled Assessments and Assessments and Coursework for External Qualifications

This policy will be monitored regularly and evaluated so that it remains responsive to current issues. This will be co-ordinated by the Senior Leader i/c Examinations and the Examinations Officer.

Approved: November 2025
Next review: November 2026
Status: Statutory



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The Fernwood School is committed to ensuring that whenever its staff assesses students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff that have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. If the disagreement cannot be resolved by discussion between the subject teacher and the student concerned, then the student may appeal to the Exams Officer, who will put into action the agreed appeals process. This will be the final stage in the process of considering and resolving disputes. It is expected that it will only be used in exceptional circumstances.

Appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body. The Exams Officer is in overall charge of managing appeals relating to controlled assessments and coursework. If a student wishes to appeal about his/her controlled assessment/coursework marks, then the following procedures should be followed:

Stage 1

- ✿ Ask the subject teacher to explain why the mark was given.
- ✿ If not satisfied with the explanation the student should discuss with the Head of Department.

Stage 2

If the student still does not understand, or does not accept, the mark which has been awarded he/she can request a personal hearing before an appeals panel. The appeal should be made in writing to the Exams Officer stating the details of the complaint and the reasons for the appeal. The appeal must be submitted before the end of the first week in May of the year in which the written exams are taken. The teacher concerned who has been marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Exams Officer.

- ✿ The appeals panel is to consist of the Exams Officer and two of the following people: the member of staff concerned, the Head of Department or a member of the Senior Leadership Team unconnected with the subject.
- ✿ The student may bring a parent or carer to the appeal for support. The teacher involved will be at the hearing.
- ✿ The student will be given at least two days' notice of the hearing date.
- ✿ A breakdown of the marks awarded will be given to the candidate in advance of the appeal.



- ✿ The Exams Officer will convey the outcome of the appeal and the reasons for that outcome in writing to the student, including any relevant correspondence with the awarding body and any changes made to the procedure relating to the controlled assessment/coursework.
- ✿ The school will maintain a written record of all appeals, their outcomes, and reasons for these.
- ✿ The school will inform the awarding body concerned of any change to a controlled assessment/coursework mark as a result of an appeal.
- ✿ Appeals should include a review of the procedures used by the school to award marks for the controlled assessment/coursework and should consider whether those procedures conform with the requirements of the awarding body and the code of practice.
- ✿ All appeals should have been resolved by the date of the last externally assessed paper of the exam series.

After student work has been assessed internally it is moderated by the Awarding Body to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. This is outside the control of The Fernwood School and is not covered by this procedure. If you have concerns about this, you should refer to a copy of the appeals procedure of the relevant awarding body.

Results, Enquiries About Results (EARs) and Access To Scripts (ATS)

- ✿ Results
Candidates will receive individual results slips on results days either in person at the centre, by email (by prior request) or by post to their home addresses (candidates to provide sae). Arrangements for the school to be open on results days are made by the Head of Centre. The provision of staff on results days is the responsibility of the Head of Centre.
- ✿ EARs
EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

- ✿ ATS
After the release of results, candidates may ask the exams office to request ATS. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.