

#### **D. Procedures and Guidance**

6. The school may impose a charge equal to the financial charges levied by examination boards on:
  - i Students whose entries are withdrawn because of lack of coursework
  - ii Students who fail to attend an examination and do not produce medical evidence or evidence of other mitigating circumstances.

This is communicated in writing to all students and to their parents/carers with the issue of examination timetables for the summer series. It is also included in documents published on the school website.

7. For modular courses, under normal circumstances, students will be permitted to re-sit each module once at the school's expense. Further re-sits will be charged to the candidate. This policy is communicated in writing to students and parents/carers with the issue of printed examination timetables for the summer examination series.
8. Re-sit decisions will be made in consultation with the student, subject teacher and subject leader
9. After the release of results, subject leaders may request the return of papers or a re-mark at the school's expense, if there are grounds for thinking that the script has been wrongly assessed. If a student requires this service against the judgment of the subject teacher, he/she will be charged

#### **F. Examination appeals procedures**

The school is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If students believe that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

The existence of this procedure is made known to students in guidance issued with printed examination timetables for the summer examination series and in this examinations policy, which is available on the school website

1. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
2. Appeals should be made in writing to the examinations officer who will investigate the appeal. If the examinations officer was directly involved in the assessment in question, he/she will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the examination officer is not able to conduct the investigation for any other reason.
3. The person conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and examination code of practice of the QCA. This will be done before the end of the series.
4. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.
5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure. Details of the appeals procedure for the relevant awarding body are available from the examination officer.