

**SEDBERGH SCHOOL Conduct in Public Examinations Appeal Procedure  
for External Exams**

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The following information relates to guidance provided by the JCQ in relation to the formal appeal procedure for external examinations. Further detailed information can be found here .

[Appeals - JCQ Joint Council for Qualifications](#)

## **1. What is an appeal?**

1.1 - If, as a centre or private candidate, it is felt that an awarding body has made an error on a review of results (review of marking or moderation) or has not applied its procedures consistently, properly or fairly, it is possible to submit an 'appeal'.

Please note that if you are unhappy with a result, you first need to submit a review of results and receive the outcome before you can submit an appeal. Please see

### **1.2 - Who can submit an appeal?**

Heads of centre

Private candidates (or their representative) – A private candidate is a candidate who has not received any tuition at the centre for the subject during the academic year in which the exam series occurs. In addition, members of staff or third parties may appeal against a malpractice decision or sanction directly to the awarding body. These are referred to as the 'appellant'.

Unless they're a private candidate, candidates cannot submit appeals directly to the awarding body. If they do, they will not be accepted, which may delay their centre in submitting an appeal and lead to the deadline being missed.

Appeals in relation to a grade, can only be submitted once a 'review of results' has been completed.

### **1.3 What decisions can be appealed?**

It is possible to submit appeals against:

- Results – appeals can only be submitted after a review of results has taken place (please see 1.5)
- Malpractice decisions – please see
- Decisions about access arrangements, reasonable adjustments and special consideration. Some other administrative decisions, such as cases of missing scripts, can also be reviewed.

### **1.4 What is the deadline for submitting an appeal?**

External appeal to exam boards must be made within:

- 30 calendar days of receiving the outcome of a review of results (clerical re-check, review of marking or review of moderation)
- 14 calendar days of receiving a reasonable adjustment or special consideration decision
- 14 calendar days of receiving a malpractice decision.

Requests for a review of other administrative decisions must also be received within 14 calendar days of the original decision. Awarding bodies will not usually accept appeals after these dates.

### **1.5 – Review of results – this must be completed prior to any appeal.**

1.51 - Candidates wishing to submit a review of results request must do so in writing to the exams officer, using the Review of Results form that is available on the Hub. Requests cannot come from parents. This must happen within the 5 days from the release date of the external exam marks.

1.52 - Candidates must be aware that a review of results could result in the mark going down as well as up.

1.53 - Heads of Department will offer advice in relation to the submission of review of results, but the decision is the candidates own.

1.54 - The exams officer must inform the pupils and parents that a review fee will be payable in respect of each review requested. This will be in line with the priority re-mark fee charged by examination boards (see table below for indicative rates from 2023). This is highlighted on the review of results request form.

| Subject exam board | GCSE and IGCSE | A level |
|--------------------|----------------|---------|
| AQA                | £36.50         | £52.85  |
| OCR                | £45.60         | £57.50  |
| Edexcel            | £38.20         | £49.20  |
| WJEC               | £37.50         | £51.35  |

The Deputy Head (Academic) must make the relevant Head of Department and the Examinations Officer aware of the request.

*Only after the review of results has been completed, can a candidate then put forward an application for an external appeal to the exam board.*

## **2- Appeal Process**

There is generally a two-stage appeals process that exam boards will follow:

- Stage One – the preliminary appeal – the case will be reviewed by a member of the awarding body who has not had any previous involvement with or personal interest in the matter.
- Stage Two – the appeal hearing – the case will be considered by a panel which will include at least one independent person.

At each stage, the appeal will either be upheld, not upheld or partially upheld. An awarding body will send the centre or private candidate an outcome letter for each appeal once a decision has been reached.

### **2.1 - Timescale to complete an appeal**

Awarding bodies will process:

- Preliminary appeals (Stage One) within 42 calendar days of receipt of a valid application.
- Appeal hearings (Stage Two) within 70 calendar days of receipt of a valid application.
- Reviews of other administrative decisions within 42 days of receipt of a valid application

## **3-Submitting an appeal**

3.1 - In the first instance the pupil should contact the Deputy Head (Academic), formally and clearly stating the grounds for an appeal. The relevant exam board detail should be checked in relation to any specific requirements requested by the board. In all cases, the appeal request should set out the grounds for the appeal clearly and concisely.

3.2 - The Deputy Head (Academic) will review the information in conjunction with the Head of Centre, and will then respond within 3 working days, with a written response that will either support the appeal or uphold the appeal. Decisions will be based on the criteria provided by the exam boards, and the evidence that the centre has to support the grounds of the appeal.

3.3 - A centre may decide not to submit an appeal on behalf of a candidate if the grounds for the appeal are not permitted grounds or where it does not agree there is a sound rationale for the appeal. The rationale for this decision will be communicated in writing to the candidate, when the final decision to appeal is made. If a candidate wishes to appeal this decision they should respond in writing within 24 hours to the Head of Centre.

3.4 – Sedbergh School cannot appeal on behalf of a candidate without written consent from the individual.

3.5 Candidates must be made aware that the candidate's grade could go down, stay the same or go up following an appeal decision.

3.6 Candidate consent is not required for an appeal against a review of moderation. Candidates' marks may be lowered but their published subject grades will not be lowered in the series concerned.

#### **4 Appealing the outcome of a two-stage appeal decision**

4.1 - If, following the appeal decision we (Sedbergh School) as a centre believe an awarding body has not followed its appeal process, an application can be made to the relevant regulator's Exam Procedures Review Service (EPRS). Details of EPRS, the types of appeal and the qualifications that are in scope of this service, can be found on the relevant regulator's website.

From the 2023 - 2024 exam cycle, those departments that conduct and mark internal non-examined assessments, as part of a public examination course, must inform candidates of their marks. The internal appeals process should then be followed in this instance. Please see the internal appeals policy in this instance.

#### **5 - Procedure in cases where malpractice is suspected in a public examination:**

5.1 - Malpractice is where you have broken examination rules. The rules have been given to you in writing and have been explained in Powell Hall. Ensure you understand the rules. Obvious examples of malpractice include taking unauthorised materials into the examination (including mobile phones) or attempting to cheat.

5.2 - If malpractice is suspected, you will be informed of suspected malpractice at the time. If in an examination context, you will normally be allowed to complete the examination paper.

5.3 - The Headmaster and your Housemaster/mistress will be informed and the matter will be investigated. You and your parents will be allowed to respond to the accusation.

5.4 - If the accusation is upheld you and your parents will be informed in writing and the examination board will be told the details of the malpractice. A senior representative from the school, who is not linked to the examination process, will ensure that detail from the involved parties is collected and submitted to the board as per their requirements, in a fair and transparent manner

5.5 - You and your parents will be informed of the JCQ process when accusations of malpractice are made and should be kept informed of the decisions of the examination board.

At any stage you and your parents may ask for clarification and justification of the accusation of malpractice and can expect it in writing.

5.6 – The examination board will inform the Headmaster of the outcome once their investigation is complete. This will then be communicated to parents. Timescales for the outcomes of an investigation are provided by the individual examination boards.