



The Northumberland Church of England Academy

Learner Exam Appeals Procedure

1.0 Policy statement

The Academy is responsible for undertaking the assessment of assignments and coursework of learners as part of their public examinations. The Academy aims to undertake this task in a fair and consistent manner in line with the guidance issued by the Examination Boards.

2.0 Aim/s of policy

To give clear guidance for staff and learners on the actions to take when an appeal is made against an assessment.

3.0 Introduction

If a learner is unhappy with the assessment decision they should speak to their teacher of the assignment. The teacher will give a more detailed explanation of the result and where the work can be improved.

If the learner still feels that the work has been unfairly assessed, they should follow the appeals process outlined below.

4.0 Appeals process

Appeals Procedure Stage One

- The learner should fill in the Learner Appeals Form and forward it to the teacher of the assignment.
- The teacher will reply within 5 days, having re-checked the work, and provide additional written explanation of the decision
- If the learner agrees with the teacher, the appeal ends at this stage.
- If the learner is still not satisfied with the decision then they should indicate on the Learner Appeals Form and the process moves to Stage Two

Appeals Procedure Stage Two

- The teacher must speak to the Head of Department within 5 days.
- The HOD will examine the assessment evidence and assessment feedback from the teacher.
- The HOD will fill in Stage 2 of the Learner Appeal Form within 10 days and forward a copy the learner and the teacher.
- If the learner agrees with the Head of Department, the appeal ends at this stage.
- If the learner is still not satisfied with the decision then they should indicate on the Learner Appeals Form and the process moves to Stage Three

Appeals Procedure Stage Three

- If you are still not satisfied with the decision, an appeals panel will meet within 10 days to study the assignment brief and the work.
- The panel will consist of Head of Faculty, the teacher, the Exams Officer and the Principal Director Secondary, who will chair the panel
- The decision of the panel will be final and should be logged on the Learner Appeal Form and the learner should be informed of the panel's decision within 5 days.

5.0 Special Consideration

It maybe that the learner feel that they may be entitled to special consideration. Special Consideration can be submitted for:

- Candidates who are present for assessment but disadvantaged by illness or misfortune
- Candidates who are absent for a timetabled component / unit for acceptable reasons

for example a candidate may be too ill to undertake the assignment, suffer bereavement or other trauma or be taken ill during the assignment period. It is the candidate's responsibility to alert the centre and should contact the Academy Exams Officer at the earliest opportunity. Applications for Special Consideration can only be made through the Academy to the Examination Board.

6.0 Links of to other Academy Policies

This policy should read in conjunction with the following related policies:-

Assessment and Marking
Confidentiality
Controlled Assessment
Exam Entries
Examinations
Record Retention Procedure

Assessment Appeals Procedure Student Appeals Form

Learner	
Teacher	
Subject	
Assignment title	

Stage One

To be completed by the learner

Details of Assessment decision (Grade)	
Learner's Reasons for Appeal	
Learner's Signature	Date

To be completed by the teacher

Date appeal received:	
Teacher Decision	
Teacher signature	Date

To be completed by the learner (delete where not applicable).

⇒ I understand and accept the assessment decision

⇒ I wish to proceed to stage two of the appeals procedure

Learners Signature _____ Date _____

Stage Two

To be completed by the Head of Department

Date appeal received:	
Head of Department decision	
HOD signature	Date

To be completed by the learner (delete where not applicable).

- ⇒ **I understand and accept the assessment decision.**
- ⇒ **I wish to proceed to stage three of the appeals procedure.**

Learners Signature _____ **Date** _____

Stage Three

To be completed by the Chair of the Appeals Panel

Date appeal received:	
Appeal Panel Decision	
Panel Chair Signature	Date

Date of reply to Learner _____