1. **Internally Assessed Work**
   1. Hope High School is committed to ensuring that whenever staff assess pupils work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned: along with the JCQ agreed Code of Practice.
   2. Assessments are conducted by staff who have the appropriate knowledge, understanding and skills and have received training in this subject. Hope High 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.
   3. If a pupil feels that this may have not happened in relation to his/her work, s/he may appeal by the following Appeals Procedure.
   4. Appeals should be made as soon as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June exam series).
   5. Pupils who wish to appeal against the procedures used to arrive at internally assessed modules, should initially raise concerns with their subject teacher. If there is no resolution the matter should be drawn to the attention of the Examinations Officer who will consult with the Headteacher. If the concern is still not resolved to the satisfaction of the candidate s/he can request for the matter to move to a formal appeal. This request should be made in writing to the Examinations Officer and should clearly state the reason for the appeal.
   6. The appeal panel will consist of three members of staff, who have not been involved in the internal assessment decision. The member of staff who assessed the work will be present at the appeal panel. The panel will be convened and chaired by the Examinations Officer.
   7. If the pupil is required to put their case to the panel, they may be supported during the presentation by a parent/guardian/responsible adult.
   8. The Exams Officer will produce a written record of the appeal, including the decision reached and the reasons for this decision. A copy of this will be sent to the pupil and a copy kept on file by the Examinations Officer. This should be made available to the awarding body upon request.
   9. Should the appeal bring any significant irregularity to light, the Examinations Officer will inform the awarding body, as this will affect the issue of results at the centre.
   10. 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 the internally assessed work. That is outside the control of Hope High and is therefore not covered by this procedure.
2. **Policy on EaRs (Enquiries about Results)**
   1. Any students wishing to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure.
   2. Contact the Examinations Officer as soon as possible (but at least five days before the published deadline for EaRs) in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and any associated costs involved in this process.
   3. The Examinations Office must advise the student they should be aware that EaRs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm they understand the consequence of an EaR. Consent forms must be raised and kept by the Examinations Officer.
   4. The Examinations Officer will request the subject teacher to review the students marks/grades and discuss with a member senior leadership, where relevant, on the appropriate action, taking into account the breakdown of marks, the grade boundaries and the students predicted grades.
3. **If the Department agrees to support the EaR**
   1. The request, together with the students consent form should be made to the Examinations Officer before the published deadline for EaR’s. Responsibility for the cost of the enquiry will be agreed in advance.
4. **If the School does not agree to support the EaR**
   1. A student may appeal against the decision not to support an EaR. Appeals should be made in writing to the Examinations Officer at least five working days before the published deadline for EaRs. The appeal should state in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact number of the student, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Leadership Team and the outcome of the appeal will be communicated by telephone/email/letter within 24 hours of receipt. This decision is final.
   2. If the centre does not support the EaR the student may still proceed with the EaR but all costs involved will be paid by the student at the time the EaR is made. No EaR’s will be made until fees are paid. Requests must be made in person to the Examinations Officer before the published deadline for EaRs. If the enquiry is successful the fee will be refunded to the student
   3. Outcomes following EaRs will be forwarded by the Examinations Officer to the student as soon as possible after they have been received from the Awarding Bodies.