

## The Winston Churchill School



### **Internal Appeals Policy for External Qualifications. Valid for the Summer 2020 Season Only, in Response to the Coronavirus Pandemic**

This document is The Winston Churchill School Policy on Appeals regarding GCSE grades achieved in the summer of 2020. It aims to:

1. Highlight any inaccuracies in the transfer of data between the school and the Awarding Bodies.
2. Provide a pathway for students with a legitimate concern, regarding the accuracy of GCSE grading, to raise the issue and have it investigated.
3. Reassure all stakeholders regarding the procedures used, to determine the accuracy of the data sent to Awarding Bodies.

#### **Policy on Internal Assessments for External Qualifications**

The Winston Churchill School is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- All the relevant assessment evidence for each candidate was made available and authenticated, according to the requirements of the Awarding Body, for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

#### **Written Appeals Procedure**

The student wishing to appeal against the procedures used during the internal assessment process, should write to the Examinations Officer as soon as the matter arises. An Application for Appeal will only be accepted on the form provided.

**The deadline for the receipt of appeal applications to reach the school is  
Friday 28<sup>th</sup> August 2020 by 5.00pm.**

The appeal will be considered, and a report provided, by Tuesday 8<sup>th</sup> September 2020.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Leadership Team and a Subject Leader not involved in the internal assessment decision. This enquiry will consider whether the procedures

used in the internal assessment, conformed to the school's procedures, as agreed with governors and the published requirement of the Awarding Body and the JCQ Code of Practice.

The outcome of the appeal will be reported in writing to the student.

A written record of the appeal and the outcome will be kept on file at the centre.

If the student wishes the school to raise an appeal with the Awarding Body, the student must complete the 'Candidate Consent Form', authorising the Headteacher to submit an appeal on their behalf.

The Candidate Consent Form must be received by the school, fully complete, by:

**Friday 11<sup>th</sup> September 2020 before 5.00pm.**

This date will enable the school to collate requests as the school must raise all appeals for each subject at one time.

The grounds for an appeal must be clear and concise and evidence based. Any appeals must be made by the school, on behalf of the students, not by individual students themselves.

**Students can ask to appeal if they think there's been an error in the process of awarding grades, but they cannot ask to appeal for the reason that they feel their results do not reflect their ability.**

### **Situations where you can appeal**

#### **If the school made an error when submitting data**

Students can ask the school to check whether it made a mistake when submitting information to the exam board. If you find a mistake in the data, the school can ask the exam board to correct it.

#### **If you can prove that previous data can't reliably predict this year's data**

You can appeal if you can evidence that grades are lower than expected because previous cohorts aren't sufficiently representative of this year's students - so you don't think the data the exam board used for standardisation was a reliable basis for predicting your 2020 results. For example, if:

- The demographic make-up of your school has changed significantly (e.g. if it was single-sex and has changed to co-educational)
- Your school has had a significant change in leadership or governance and can provide objective evidence of the impact this will have had on results
- The historical data used to predict results included a year when your school experienced a monumental event, such as a flooding or fire, which meant that students had to relocate

- Because of the ability profile of your students, this year's results were likely to show a very different pattern of grades to results in previous years:
  - For example, where the grades of unusually high or low ability students have been affected by the standardisation model because they fall outside the pattern of the school's results from recent years
  - This will only become clear when looking at school-wide data, so it will be the school, rather than individual students, that will be best-placed to decide if this is the case.



## Application for Appeal

The following application can only be made by the candidate and must be received either in hard copy or emailed from the candidates own email address.

This form enables you to raise an appeal, to the school, regarding the procedures followed by the school when submitting data to the Awarding Bodies.

Candidate Number:	Candidate Name:
Awarding Body:	GCSE      BTec      VCert  Delete as appropriate
Subject Title:	Qualification Code:
Grounds for Appeal, including all evidence:	
Your expectations of this process:	
Signature:	Date: