

Lincoln Christ's Hospital School

A Specialist Language College and Academy
Educating in Lincoln since 1090



Appeals Procedure – External Examinations

We hope that all of our students are happy with their examination results but recognise that there are a very small number of cases where a result falls significantly below reasonable expectations. The procedures for investigating any concerns are outlined below:

Coursework, Controlled Assessment or Internally Assessed Units

You cannot appeal against the mark or grade that you have been given, but you may appeal against the process by which it has been awarded if, for example, you believe that you have been treated unfairly or the specification criteria have not been applied correctly.

1. Raise the issue with your subject teacher. They will explain why the mark has been awarded and how you could have scored more marks. In some cases it may still be possible to upgrade the work.
2. If you are still unhappy after speaking to your subject tutor see the Head of Department for that subject and they will arrange for the assessment to be checked by another teacher from within the school.
3. If you are still dissatisfied after speaking to the Head of Department, or if the Head of Department is the teacher who originally awarded the disputed mark, see your Head of Year or the Examinations Officer in order that they can try to help to resolve the situation. If they are unable to do so, they can (in consultation with the Head Teacher, as Head of Centre) convene a formal panel to adjudicate. The panel will normally consist of two teachers of that subject, one being the Head of Department (unless they are the teacher whose marking is in dispute) and a member of the Senior Leadership Team. If there are not a sufficient number of uninvolved teachers of the subject on the staff, mutually acceptable *ad hoc* arrangements will be made by discussion with all of the interested parties.
4. In extreme cases, appeals regarding coursework marks can be made to the Awarding Body in question. The Examinations Officers can give you details of how to proceed if this proves necessary. You should be aware that such appeals can be expensive, and if they are not supported by the school, you will have to pay in advance, and only if the appeal is successful and the grade goes up, not just the marks, will your payment be refunded.

Examination - Enquiries about Results (EARs) - Re-marks

1. If you wish to appeal the results of an examination, raise the issue with your subject teacher or the head of the relevant department as soon as possible. They will check your marks and how they compare with your trial examination results and predicted grade, and also how close you came to the grade boundaries (experience has shown that very few re-marks raise or lower the total by more than a few marks).
2. If your teacher feels that there are grounds for an 'appeal or re-mark' the Examinations Officer will submit an 'Enquiry about Results' (known as an EAR). Teachers may also suggest re-marks for some candidates. ***Written permission from the candidate will be required for any re-mark as the marks (and therefore grade) can go down as well as up.***
3. If the school does not feel that it can support your appeal, you can still have the work re-marked by the awarding body, but you will have to pay for this in advance. Prices vary with each awarding body but are in the £30 - £45 range. The Exams department will confirm the price of a particular re-mark. The fee is refunded if, as a result of the appeal, the grade goes up. The application will be made through the Exams department at your request. ***Written permission from you will be required for any re-mark as the marks (and therefore grade) can go down as well as up.***
4. All Enquiries about Results must be submitted by 20th September. It may take a further 6 weeks for the result of the appeal to be known and in the interim period the original result will stand. The new result replaces the original one, higher or lower marks or grades and no further appeal is permitted under the regulations.
5. In the case of Advanced Level qualifications (not GCSE), a priority review of marking (re-mark), or a priority access to scripts can be requested. This gives a relatively quick turnaround but must be initiated with the exams department either on 'A' level results day or on GCSE results day, as the deadline for this priority service is before the school returns after the summer holiday.