



Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

EXAMINATIONS APPEALS PROCEDURE FOR NON- EXAMINED ASSESSMENTS

Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Peter Massey

Governor Committee Review: Education

Next Review Date: November 2021

PRINCIPAL: Sylvia F. Brett BA (Dunelm), MA (London). **COLLEGE VISITOR:** Baroness Harris of Richmond.
Clarence Drive • Harrogate • North Yorkshire • HG1 2QG **T:** +44 (0)1423 504543 **E:** enquire@hlc.org.uk **www.hlc.org.uk**

REGISTERED OFFICE: Harrogate Ladies' College, Clarence Drive, Harrogate, North Yorkshire HG1 2QG.
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- **Review of marking for internally marked assessments submitted for public exams at GCSE and A'level**
 - From 2017-2018, departments who conduct and mark internal non-examined assessments ***as part of a public examination course*** must inform candidates of their marks.
 - Any candidate has the right to request a review of the mark awarded by the centre.
 - All relevant departments should, when setting timelines for non-examined assessments, appoint one teacher to conduct any potential review of marking, and set a deadline for the receipt of reviews. This teacher must not have had any part in the assessment of any candidate seeking a review.
 - This deadline for the receipt of reviews should be the Friday of the full week following the release of marks to candidates; no appeals will be accepted after the deadline, without exceptions.
 - Where it is not possible to appoint a member of teaching staff to conduct reviews (because the whole team is involved in internal moderation, for example) then an outside reviewer needs to be appointed by the Head of Department/Deputy Head Academic.
 - When releasing marks of non-examined assessments, departments must make students aware of their right to access their scripts. The process of script access will be decided by each department; it may involve students meeting with their teacher to review their script or performance at a specified time.
 - When releasing marks to student's departments should also make them aware of the process of internal moderation that has occurred. In most cases this will already have involved work being marked at least twice.
 - The implication of this is that the marking has already, in effect, been reviewed, so the chances of further changes are limited and students and parents should be aware of this.
 - If a student or parent still wishes to request a review of the mark awarded, they must do so formally, to the relevant HoD, in writing or via email, setting out the grounds for the review.
 - At this stage the Deputy Head Academic must be informed of the review request.
 - The HoD will reply formally to acknowledge the review request, and outline the process and time frame as per this policy.
 - The HoD must also inform parents and the student concerned that there is no "grade protection," and that reviews may result in marks being raised, being confirmed, or being lowered.



Examinations - Appeals procedure for non-examined assessments

- The HoD must also inform the parents that a review fee may be payable; this will be in line with the examination entry cost.
- The review process must be overseen by the HoD, conducted by the teacher appointed by the department to complete reviews of marks.
 - The teacher responsible for the review must, firstly, check that all procedures have been followed with regard to non-examined assessments, that the department has adhered to the school's policy on non-examined assessments, and that the moderation process was carried out appropriately and correctly.
 - The teacher conducting the review should then review the marking of the relevant piece(s) of work with sight of the original mark, applying a reasonable tolerance with regard to the original mark (plus or minus 10%).
- The review process must be concluded, and the parent and student informed formally of the outcome by the HoD in writing or via email.
 - The teacher conducting the review should communicate a final decision to the HoD and the Deputy Head Academic, along with feedback.
 - This final decision on the review of marking request should be communicated to the student and parent in writing or via email by the HoD, along with relevant feedback and justification, with the Deputy Head Academic copied in.
- When setting timelines for non-examined assessments, all relevant departments must submit key information to the Deputy Head Academic, specifically:
 - The dates of any non-examined assessment such as oral examinations or performance work
 - The submission date for any coursework, or other, assignments
 - The date of relevant moderation meetings
 - The release date of marks to candidates
 - The departmental deadline for appeals
 - The date by which internally moderated marks must be sent to the relevant examination board
 - The name of the teacher/external assessor designated to conduct reviews