



Appendix 1

**GCSE/GCE/BTEC/OCR – Coursework/Controlled Assessment & Enquires About Results (EARS)
Appeals Procedures 2023**

April 2023

Dear Parent/Carer

Internally assessed/marked appeals:

In accordance with the Joint Council for Qualifications (JCQ) code of practice, we are committed to ensuring that whenever our staff assess student's work for external qualifications; this is done fairly, consistently and follows the guidelines set by the awarding Body of the qualification concerned.

If at any time a student has concerns about the procedures used in assessing his/her internally marked work for public exams (e.g. coursework/controlled assessments/portfolio/design projects), you have the right to appeal. Please note that an appeal can only be made against the process that led to the assessment decisions, and not against the actual mark awarded.

A student and their parent/carers wishing to appeal should do so formally in writing, by completing the internal appeals form below. All requests must be given to Mrs Whelan or Miss Bolch, the College's Examinations team, no later than **Friday 5th May**. No appeals can be accepted after this date.

Students and their parent/carers will then be invited to attend an appeals meeting in order to present their case to an Appeals Panel, which will make the final decisions. A copy of the College's Appeal Policy is available from the Examination Department on request.

Please be aware that after work has been assessed internally, it is moderated by the Awarding Body to ensure consistency between centre. External moderation can change the marks awarded by the subject teacher for internally assessed work. Felpham Community College has no control over this and as a result it is not covered in the appeals procedure. If you have any concerns about it, please speak to the Examination Department.

Public Examination results appeals:

Students can query marks or grades awarded by an Awarding Body upon receipt of their exam results by contacting the Examination Department and the subject teacher as soon as possible after the results have been received to discuss the mark or grade in question. The Examination Department will then advise on the options available to query the mark/grade and the costs involved. A copy of Felpham Community College internal appeals policy is available from the Examinations Department on request.

Yours sincerely

Mrs C Preissner, Assistant Headteacher