



STATIONERS'
CROWN WOODS ACADEMY
Executive Principal: Mr David Millar

March 2017

Dear Parent/Carer

BTEC/IGCSE/GCSE/GCE AS/A2 Coursework/Controlled Assessment & Enquiries About Results (EARs) Appeals Procedures 2017

Internally assessed/marked appeals:

In accordance with the Joint Council for Qualifications 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 of appeal. Please note that an appeal can only be made against the process that led to the assessment decision, and not against the actual mark awarded.

A student and their parent/carers wishing to appeal should do so formally in writing, stating clearly the subject, the name of their subject teacher, type of work submitted and the reason(s) for the appeal. All requests must be given to Ms Berkshire or Mr Berry, the Academy's Examinations Officers, no later than **Tuesday 2nd May**. No appeals can be accepted after this date.

Students and their parents/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 decision. A copy of the Academy's Appeal Policy is available from the Examinations Officer on request.

Please be aware that after work has been assessed internally, it is moderated by the Awarding Body to ensure consistency between centres. External moderation can change the marks awarded by the subject teacher for internally assessed work. Stationers Crown Woods Academy has no control over this and as a

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result it is not covered in the appeals procedure. If you have any concerns about it, please speak to the Examinations Officer.

Public Examination results appeals:

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

Yours sincerely

Mr F Rahman, Associate Principal

