

# De La Salle College



## Arrangements for Appeals about Internal Assessment Decisions and Enquiries about Results (EAR) Policy

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# Arrangements for Appeals about Internal Assessment Decisions and Enquiries about Results (EAR) Policy

De La Salle College follows the Joint Council for Qualifications (JCQ) recommendations. You may appeal about an External Exam result (EAR) or about a mark awarded by a teacher at the college that forms part of the exam e.g. Controlled Assessment or ISA.

## **Types of Appeals**

*Internal Assessment* means work which has been marked and moderated by teachers within the candidate's home centre.

An *EAR* is a request to the examination board to review the marks or marking of an external examination.

## **Time Limit**

Since it is a requirement of the JCQ (Joint Council for Qualifications) that a written record be held regarding any type of appeal, an appeal must be lodged in writing within ONE WEEK of the publication or distribution of results for Internal Assessment or Public Examinations. The appeal should be sent to the EXAM OFFICER at De La Salle College.

## **Procedure**

In the first instance, contact the school Examinations Officer on 754100 who will provide you with a copy of the JCQ document and advise you of your next step.

### *Enquiries about Results (EAR)*

If your appeal is about an examination result then an EAR will be forwarded on your behalf to the appropriate Exam Board. We require an indication of which EAR service you require and a completed JCQ Candidate Consent Form. On receipt of a non-refundable administration fee of £15 together with the Exam Board EAR fee the EAR will be processed. A Cheque for the total amount should be made payable to De La Salle College and enclosed with your application.

The school will provide evidence of the receipt of your EAR request within one week. Timescales vary considerably on the length of processing for an EAR and as a consequence the College can only agree to inform you of the result of the EAR within one week of receipt of the outcome of an EAR from the Examination Board.

No EAR requests can be processed unless the JCQ Candidate Consent Form has been signed and despatched to the exam board.

### *Appeal Regarding Internal Assessment*

Written notice of the results of your appeal about Internal Assessment will be provided within ONE week of your request. On receipt of your appeal, the work will be checked by the Subject Teacher concerned and then passed on to the Head of department for re-checking. Both the Subject Teacher and the Subject Leader will use the agreed mark scheme for the assessment and the marking criteria required by the Exam Board. The Exam Officer will inform you of the result of your appeal.

If you disagree with the outcome of your first appeal, you may request a hearing with the Appeals Panel. This consists of a governor and a senior teacher who has not been involved directly with your appeal. You may see copies of the marks and assessment BEFORE the panel meets. During the panel meeting you will be able to present your case but you must also listen to the other parties' presentation. The decision of the panel is final and will be sent to both parties concerned in writing after one week.