

AQA Appeals Process

Dear candidate,

The following information outlines the Appeal processes available to you should there be specific concerns about;

1. The actual results of your AQA exams
2. Any medical issues, bereavement etc that may prevent you achieving your potential within the exam.

If you feel that any of the above applies to you, you should contact Mr McCulloch (Exams Officer) immediately.

The processes for the different types of appeal are detailed below.

Appeals against the outcomes of enquiries about results

If a head of centre or private candidate is dissatisfied with examination results and has reasons to suspect they may not be accurate, the first step to take is to make an enquiry about results.

Full details of enquiries about results services are given in the JCQ publication Post-Results Services – Information and guidance to centres -

<http://www.jcq.org.uk/exams-office/post-results-services>

If doubts about the accuracy of the results still persist, following the enquiry about results process, the head of centre or private candidate should refer initially to the regulator's Code of Practice and the JCQ publication Post Results Services – Information and guidance to centres. If, after consulting these documents, the centre or private candidate is convinced that the awarding body has not followed due procedures, it is possible to submit an appeal in line with the procedures set out here.

If an appeal is accepted, an investigation into the candidates' or centre's results, and the awarding body's procedures will follow. An appeal investigation does not generally involve a further review of candidates' work.

If an original script has been returned to the centre under the Access to Scripts arrangements, it cannot subsequently form part of an enquiry about results or an appeal.

Please Note: Appeals are only accepted from:

- Heads of centres on behalf of single candidates or groups of candidates;
- Private candidates (that is, a candidate who pursues a course of study independently but makes an entry and takes an examination at an approved examining centre).

Please note that appeals are not accepted from internal candidates and/or their parents or carers.

Appeals relating to access arrangements and special consideration

The exam board (AQA) recognise that there are some candidates who are prevented from demonstrating their achievement because of:

- A permanent or long-term disability, learning difficulty or medical condition;
- A temporary disability, illness or indisposition immediate to or at the time of the examination;
- English being a second or additional language;
- The immediate circumstances of the assessment.

Access arrangements are approved before an examination or assessment and are intended to allow attainment to be demonstrated.

Special consideration is given following an examination or assessment to ensure that a candidate who has a temporary illness, injury or indisposition or who is otherwise disadvantaged by the immediate circumstances of the examination is given some compensation.

Access arrangements and special consideration decisions are based on an inter-awarding body agreement. The principles and regulations governing access arrangements and special consideration decisions are set out in the JCQ publication Access Arrangements, Reasonable Adjustments and Special Consideration. Copies of this publication are distributed to centres each year by the JCQ and a copy can be found on the JCQ website -

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

If the head of centre/private candidate disagrees with the decision made, a written request setting out the grounds for a Stage 1 Appeal should be forwarded to the relevant awarding body.

A list of the awarding bodies' addresses is provided in Appendix A, page 18. There is also a form (JCQ/App1) that may be used (see page 15).

Please Note: Appeals are only accepted from:

- Heads of centres on behalf of a candidate or groups of candidates.
- Private candidates (that is, a candidate who pursues a course of study independently but makes an entry and takes an examination at an approved examining centre).

Please note that internal candidates and/or their parents/carers are not entitled to appeal directly to the awarding body (AQA). Representations must be made to the head of centre where the candidate was registered. The head of centre's decision as to whether to proceed with an appeal is final.

Appeals against Internal Assessments of Work Template

Elgin High School is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that the appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the centre for moderation by the awarding body.

This procedure is available from the exams officer and is posted on the exams notice board.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June GCSE exam series).
2. Appeals should be made in writing by the candidate's parent/carer to the Exams Officer (EO), Hugh McCulloch (Head Teacher) who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the EO was directly involved in the assessment in question, the head teacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the EO is not able to conduct the investigation for some other reason.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of QCDA.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to the internal assessment.
5. The outcome of the appeal will be made known to the head teacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Elgin High School and is not covered by this procedure. If you have any concerns about it, please ask the EO for a copy of the appeals procedure of the relevant awarding body.

Enquires about Examination Results

Enquiries about results may be requested by teaching staff or candidates if there are reasonable grounds for believing there may have been an error in marking.

If this is requested, The Examination Officer may agree that an appeal can be made at the centres expense.

If the Examinations Officer does not agree to an appeal, the candidate may decide to proceed but, in this case, they will be charged for the cost of the appeal.