LACON CHILDE SCHOOL
PART OF FOUR STONES GATEWAY

LACON CHILDE SCHOOL

EXAMINATIONS POLICY – INTERNAL APPEALS PROCEDURE

DATE POLICY WAS APPROVED	16.12.2025
DATE POLICY WILL BE REVIEWED	Autumm 2026
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	Exam Co-Ordinator

Key Definitions

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire, and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

"CEO" includes the Chief Executive Officer

"CFOO" includes the Chief Financial Officer

"Trust Senior Leadership Team" includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

"Headteacher" includes the appropriate School Headteacher.

"Trustees or Trust Board" are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

"Local Academy Boards (LAB)" are appointed Governors at a local level associated with the Trust's Worcestershire Schools. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Local Governing Bodies (LGB)" are appointed Governors at a local level associated with the Trust's Shropshire Schools. LGB Governors are advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Chair" responsible for leading the board and ensuring its effectiveness.

"Stakeholders" are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

Examinations Policy – Internal Appeals Procedures

Appeals against Internally assessed marks (GCSE coursework and GCSE non examination assessments)

Lacon Childe School is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the subject concerned. Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency will be ensured by internal moderation and standardisation. If a student feels the process used for the internal assessment did not conform to the published requirements of the Awarding Body's specification and subject-specific associated documents then they may make an appeal.

- Lacon Childe School will ensure that students are informed of their Centre-assessed marks by Friday 10th April. This is so that they may request a review of the Centres processes for delivering and assessing the submitted work. Students cannot appeal against the mark submitted by the Centre for moderation by the Awarding Body.
- Lacon Childe School will inform students that they may request copies of materials to assist them in considering whether to request a review of the Centre's marking of the assessment.
- Lacon Childe School will, having received a request for copies of materials, promptly make them available to the candidate.
- Lacon Childe School will provide students with sufficient time, 5 working days, in order to allow them to review copies of materials and reach a decision.
- Requests for reviews of marking **must** be made in writing by Friday 1st May by completing the internal appeals form below. Lacon Childe School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the Awarding Body's deadline.
- Lacon Childe School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- Lacon Childe School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate will be informed in writing of the outcome of the review of the Centre's marking.
- The outcome of the review of the Centre's marking will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the Awarding Body upon request. Should the review of the Centre's marking bring any irregularity in procedures to light, the Awarding Body will be informed immediately.

After students' work has been internally assessed, it is moderated by the Awarding Body. The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the Centre, whereas moderation by the Awarding Body ensures that Centre marking is line with national standards. The mark submitted to the Awarding Body is subject to change and should therefore be considered provisional.

Appeals procedure against the school's decision not to support a clerical check, a review of marking, a review of moderation or an appeal.

This procedure confirms School compliance with JCQ's *General Regulations for Approved Centres 2025 – 2026* that the Centre has in place ***"***a written internal appeals procedure to manage disputes when a candidate disagrees with a Centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal".

Following the issue of results, awarding bodies make post-results services available. Full details of these services, deadlines and fees charged are available via the school website.

Candidates are also informed of the arrangements for post-results services before they sit any exams and the accessibility of senior members of Centre staff immediately after the publication of results through a letter to parents/carers and via Year 11 assemblies.

If the Centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

Enquiries about results (EARs) offers three services.

- Service 1 – clerical re-check
- Service 2 – review of marking
- Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for an EAR service 1 or 2 is submitted to the Awarding Body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected **after** the publication of results.

If a concern is raised about a particular examination result, the exams officer, teaching staff and Head of Centre will investigate the feasibility of requesting an enquiry supported by the Centre. Where the Centre does not uphold a request from a candidate, the candidate may pay the appropriate EAR fee to the Centre, and a request will be made to the Awarding Body on the candidate's behalf. Please note: New regulations from Ofqual have been put in place whereby marks can only be changed if there is a clear marking error rather than a difference of interpretation. This has led to substantially fewer successful challenges. New guidelines also state that a full refund to the enquiry is offered only if the appeal results in a change in grade, no refund is offered for a change in mark.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the Centre's decision not to support an enquiry, an internal appeal can be submitted to the Centre by completing the **internal appeals form** at least 5 working days prior to the internal deadline for submitting an EAR. The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting an EAR.

Following the EAR outcome, an external appeals process is available if the Head of Centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Results Services* and *JCQ Appeals Booklet* (*A guide to the awarding bodies' appeals processes*) will be consulted to determine the acceptable grounds for a preliminary appeal. Where the Head of Centre is satisfied after receiving the EAR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the Awarding Body, a further internal appeal may be made to the Head of Centre. Following this, the Head of Centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the *JCQ Appeals Booklet*. Candidates or parents/carers are not permitted to make direct representations to an Awarding Body.

The **internal appeals form** should be completed and submitted to the Centre within 5 working days of the notification of the outcome of the EAR. Subject to the Head of Centre's decision, this will allow the Centre to process the preliminary appeal and submit to the Awarding Body within the required **30 calendar days** of receiving the outcome of the enquiry about results process. Awarding Body fees which may be charged for the preliminary appeal must be paid to the Centre by the appellant before the preliminary appeal is submitted to the Awarding Body (fees are available on the school website). If the appeal is upheld by the Awarding Body, this fee will be refunded by the Awarding Body and repaid to the appellant by the Centre.

Appeals regarding Centre decisions relating to access arrangements and special consideration

This procedure confirms Lacon Childe School compliance with JCQ's **General Regulations for Approved Centres** that the Centre will:

- Have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding Centre decisions relating to access arrangements and special consideration

Lacon Childe School will:

- Comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- Ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

Access Arrangements and Reasonable Adjustments

In accordance with the regulations, Lacon Childe School:

- Recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the Centre provides to disabled candidates.
- Complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- Putting in place access arrangements/adjustments that are not approved
- Failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- Permitting access arrangements/adjustments within the Centre which are not supported by appropriate evidence
- Charging a fee for providing reasonable adjustments to disabled candidates AARA (Importance of these regulations)

Special Consideration

Where Lacon Childe School can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Centre Decisions relating to access arrangements, reasonable adjustments and special consideration

This may include the decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where we make a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the Centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted to the Head of Centre who will reply in writing. To determine the outcome of the appeal, the Head of Centre will consult the respective JCQ publication to confirm the Centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures. The appellant will be informed of the outcome of the appeal within 7 school days. If the appeal is upheld, Lacon Childe School will proceed to implement the necessary arrangements/submit the necessary application.

Internal Appeals Form

This form should be completed in all cases to lodge an appeal. Please tick to indicate what the appeal is against:

- an internal assessment decision
- the school's decision not to support an enquiry about results the outcome of an enquiry about results

Name of Applicant		Candidate name *if different to Applicant*	
Awarding Body		Unit/module/exam paper code	
Subject		Unit/module/exam paper title	

Please state the grounds for your appeal below

Continue overleaf if necessary

Appeal against an internal assessment decision
Appellant declaration

By signing here I am confirming I understand 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's specification and subject-specific associated documents. I also understand the appeal may only be made against the marking/assessment process not against the mark submitted by the Centre for moderation by the Awarding Body.

Signature: **Date of signature:**

Appeal against the school's decision not to support an enquiry about results Appellant declaration

By signing here I am confirming I feel there are grounds to appeal against the school's decision

Signature: **Date of signature:**

Appeal against an outcome following an enquiry about results
Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the Awarding Body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking students' work. I also confirm that I will pay in advance any fees which may be charged by the Awarding Body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature: **Date of signature:**

The appellant declaration against the relevant appeal must be signed, dated and returned to the examinations officer to the timescale indicated in the internal ap