



# **Examination, Assessment and Internal Appeals Policy**

**Parkside House School**



# Parkside House School

## 1. Policy Status and Statutory Framework

This policy is a statutory school policy and should be read in conjunction with other relevant school policies, including the SEN Policy, Equality and Diversity Policy, Behaviour Policy and Safeguarding Policy.

This policy has been developed with reference to, and is compliant with, the following statutory and regulatory guidance:

- Joint Council for Qualifications (JCQ): *General Regulations for Approved Centres* (current edition)
- JCQ: *Instructions for Conducting Examinations* (ICE)
- JCQ: *Access Arrangements and Reasonable Adjustments*
- JCQ: *Post-Results Services*
- Equality Act 2010
- Special Educational Needs and Disability (SEND) Code of Practice (2015)
- Education Act 2011
- Data Protection Act 2018 and UK GDPR

The policy reflects best practice within secondary special educational needs (SEN) settings.

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## 2. Statement of Principles

Parkside House School is committed to providing an inclusive, fair and transparent assessment and examination process. The school recognises that all students are of equal worth, have a right to dignity, and are entitled to appropriate support to enable them to achieve their potential. Effective assessment and examination arrangements are based on a strong partnership between the school, students and parents/carers.

This policy sets out the responsibilities of the school, students and parents/carers in relation to examinations, coursework, access arrangements, results, and appeals. It has been written in line with Joint Council for Qualifications (JCQ) regulations and reflects best practice within secondary special educational needs (SEN) settings.

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### 3. Examination Entries

- Subject teachers are responsible for providing accurate examination entry details to the Examinations Officer.
- The Examinations Officer will issue each student with an individual statement of examination entries.
- Students and parents/carers must check the statement carefully, confirm that the details are correct, and return the signed statement by the published deadline.
- The Examinations Officer will submit examination entries to the awarding bodies by the required deadlines.
- Where an amendment or withdrawal of an entry is required (for example, a change of tier), this must be requested by the subject teacher or student. A confirmation form, signed by the student, subject teacher and parent/carer, must be completed and submitted to the Examinations Officer.

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### 4. Access Arrangements

- Students who normally receive support in lessons may be eligible for access arrangements in examinations (for example, additional time, a reader, or a scribe).
- The SENCo or designated teacher with responsibility for special educational needs will notify the Examinations Officer of any access arrangements required.
- Students who have concerns regarding access arrangements should raise these with their tutor, subject teacher or learning support assistant, who will refer the matter to the SENCo.
- The Examinations Officer is responsible for applying for and organising approved access arrangements.
- The final decision regarding access arrangements rests with the awarding bodies.

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### 5. Coursework and Non-Examination Assessment

- At the start of Years 10 and 11, students will be provided with the JCQ *Notice to Candidates* outlining expectations and regulations for coursework and non-examination assessments.
- Students will be supported to read through and must adhere to all guidance contained within the JCQ documentation.
- Subject teachers will inform students of coursework submission deadlines.
- For each subject involving internally assessed work, students must complete a *Declaration by Candidates* confirming that all submitted work is their own.



- The school operates an Internal Appeals Procedure, which explains how concerns about the marking of coursework or non-examination assessments can be raised and reviewed.

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## **6. Examination Day Arrangements**

- The Examinations Officer will issue students with an individual examination timetable detailing dates, times and venues in advance of the examination period.
- All examinations will be conducted under the supervision of trained invigilators appointed by the school and in accordance with JCQ regulations.
- In the event of an examination clash, the Examinations Officer will consult with the student to agree appropriate arrangements. In rare cases, this may involve supervised breaks or overnight supervision by parents/carers.
- Where a student is disadvantaged before or during an examination, or is absent for a valid reason, the Examinations Officer may apply for special consideration. Documentary evidence (for example, a medical note) will normally be required.
- The Examinations Officer will attempt to contact students who are absent at the start of an examination.
- Students arriving late will be permitted to sit the examination; however, if arrival is after 9.30am for morning examinations or 2.00pm for afternoon examinations, the awarding body may choose not to accept the script.
- Students who fail to attend an examination without an acceptable reason may be charged the cost of the examination entry.

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## **7. Results**

- The school will be open to students between 11.00am and 12.00pm on results day for the collection of examination results.
- Students who are unable to collect results in person may leave a stamped, addressed envelope with the Examinations Officer for results to be posted.
- Results not collected on the day will be held securely in reception for later collection or emailed out if prior requests have been made.
- Where a third party is collecting results on behalf of a student, written consent from the student must be provided, along with appropriate photographic identification. The Headteacher reserves the right to withhold results where satisfactory evidence is not provided.

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## 8. Internal Appeals Procedure for Internal Assessment Decisions

If a student believes that an internally assessed mark does not reflect the standard of work produced, they should first discuss the matter with the subject teacher to clarify how the mark was awarded.

If concerns remain unresolved, the student has the right to make a formal appeal and to access:

- The mark awarded by the centre for the internal assessment
- Written comments recorded by the centre relating to the work
- Correspondence between the centre and the awarding body relating to the work
- Information on whether the work was sampled by the awarding body, where available
- The moderated mark awarded by the awarding body, if known
- Relevant awarding body procedures for internal assessment

Appeals may only be considered once internal marking procedures have been completed and marks have been finalised.

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## 9. Procedure for Making an Internal Appeal

1. A written appeal must be submitted to the Assistant/Deputy Headteacher responsible for the appeals process. The Head of Centre will be informed.
2. The appeal will be heard by a panel of three staff members, at least one of whom was not involved in the original assessment decision.
3. The panel will be appointed by the Assistant/Deputy Headteacher, and the student will be notified of the date and time of the hearing at least seven working days in advance.
4. The student may present their case at the hearing and may be supported by a parent/carer or friend. Up to 15 minutes will be allocated for the student's presentation.
5. The panel will review all relevant documentation and consider whether awarding body procedures were followed correctly.
6. The panel will determine whether the assessment procedures complied with the awarding body's requirements and the relevant codes of practice.
7. A written record of the appeal, including the outcome and reasons for the decision, will be produced and shared with the Assistant/Deputy Headteacher and Head of Centre.
8. The Assistant/Deputy Headteacher will formally notify the student of the outcome in writing.
9. All internal appeals must be completed before the date of the final externally assessed examination in the series.



10. The awarding body will be informed of any appeal outcome that has implications for the conduct of examinations or the issuing of results.
11. Full records of appeals will be made available to awarding bodies upon request.
12. Appeals relating to matters outside the school's control, including final moderated marks awarded by awarding bodies, cannot be considered under this procedure.

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## **10. Enquiries About Results**

- Subject teachers may recommend an enquiry about results or a review of marking. Student consent will always be obtained before a request is submitted.
- Students may also request a review of marking by contacting the Examinations Officer, who will consult with the subject teacher.
- Students must be aware that a review of marking may result in a grade being lowered.
- Where a request is made without the support of the subject teacher or school, the cost of the enquiry will be charged to the student/parent/carer. If the grade is subsequently increased, the fee will be reimbursed.
- Written consent from parents/carers will be required before any paid enquiry is submitted.

Fees for reviews of marking vary between awarding bodies; however, the average cost for a GCSE review is approximately £50.

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## **11. Roles and Responsibilities**

### **Head of Centre**

The Headteacher has overall responsibility for ensuring that examinations and assessments are conducted in accordance with JCQ regulations and statutory requirements.

### **Examinations Officer**

The Examinations Officer is responsible for the administration, organisation and conduct of examinations, including entries, access arrangements, invigilation, results and post-results services.

### **SENCo / Designated SEN Lead**

The SENCo is responsible for identifying students' access needs, coordinating assessments for access arrangements, completion of relevant documentation and liaising with the Examinations Officer.

### **Subject Teachers**

Subject teachers are responsible for accurate examination entries, internal assessment marking in line with awarding body criteria, and informing students of deadlines.



### **Students**

Students are responsible for attending examinations, following JCQ regulations, completing work honestly, and raising concerns promptly.

### **Parents/Carers**

Parents/carers are expected to support attendance, sign documentation where required and engage with the school regarding examination arrangements.

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### **12. Data Protection and Confidentiality**

All examination and assessment data will be handled in accordance with the Data Protection Act 2018 and UK GDPR. Information will be shared only with authorised staff, awarding bodies and, where appropriate, parents/carers.

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### **13. Monitoring, Review and Evaluation**

This policy will be reviewed annually, or sooner if there are changes to JCQ regulations or statutory guidance.

The effectiveness of this policy will be monitored through:

- Internal audits of examination procedures
- Review of access arrangements outcomes
- Feedback from students, parents/carers and staff
- External inspection and awarding body feedback

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### **14. Policy Approval and Review**

**Approved by:** Belinda Young \_\_\_\_\_

**Role:** Head Teacher \_\_\_\_\_

**Date of Approval:** 08/09/2026 \_\_\_\_\_

**Next Review Due:** 30/09/2026 \_\_\_\_\_

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This policy will be issued to all students and parents/carers at the commencement of examination courses and published on the school website in line with statutory requirements.