

Ysgol Hendrefelin



Internal Appeals Policy

MONITORING AND EVALUATION OF POLICY

<i>Policy Type:</i>	<i>School</i>
<i>Review Cycle:</i>	<i>Annually</i>
<i>Last Review</i>	<i>March 2026</i>

Internal Appeals Policy

Academic Year 2025–2026

Head of Centre: Ryan Duford (Centre Nos. 68808 and 68844)

Exams Officers:

- Ceri Kretzschmar (Centre No. 68808 – Bryncoch Site)
- Angelina Lewis (Centre No. 68844 – Velindre Site)

ALNCO: Cerian Flannery

Ysgol Hendrefelin operates across two sites (68808 and 68844). As one school, both sites adhere to the same policies and procedures.

Policy on Appeals for External Qualifications

This policy has two parts:

1. Internal Assessments for External Qualifications
 2. External Assessments for External Qualifications (Enquiries About Results – EARs)
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1. Internal Assessments for External Qualifications

Ysgol Hendrefelin is committed to ensuring that:

- Internal assessments are conducted by appropriately trained and qualified teaching staff.
 - Candidate work is produced and authenticated in line with awarding body requirements.
 - Consistency of internal assessment is maintained through internal moderation and standardisation.
 - All work is assessed fairly, consistently, and in accordance with the specification and JCQ regulations.
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Information for Students

A. Concerns About Internal Assessment

If a student has concerns about internal assessment procedures (e.g., controlled assessment, coursework, portfolios), they should:

1. Discuss the matter with the Head of Subject immediately.
2. If unresolved, submit a formal written appeal to the Examinations Officer.

Important: Appeals may only relate to **procedures used in assessment**, not the academic judgement of the teacher.

B. Coursework and Controlled Assessment Regulations

In line with JCQ regulations:

- Submitted work must be the candidate's own.
 - Candidates must not copy from others or allow others to copy their work.
 - All sources must be correctly referenced.
 - Teachers may reject work if malpractice is suspected.
 - Students (or parents/guardians) may appeal any decision to reject work on grounds of malpractice.
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Written Appeals Procedure (Internal Assessment)

- Appeals must be submitted in writing to the Examinations Officer as soon as possible.
- The internal deadline for appeals is **ten school days prior to the start of the written examination series**, to allow resolution before submission of marks.
- Appeals will be investigated by:
 - The Examinations Officer
 - A member of the Senior Leadership Team
 - A Head of Department not involved in the original assessment decision

The enquiry will determine whether internal assessment procedures followed:

- Published awarding body requirements
- JCQ regulations and guidance

Outcome:

- Communicated in writing to the student and parent/guardian before results day
 - Relevant correspondence with the awarding body included if required
 - Recorded and retained securely by the centre
 - Awarding body informed of any amendments to marks
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2. External Assessments for External Qualifications

Enquiries About Results (EARs)

Students wishing to query a mark/grade awarded by an awarding body should:

1. Contact the Examinations Officer and the subject teacher as soon as possible, and at least **five working days before the awarding body deadline for EARs**.
2. Discuss:
 - Breakdown of marks
 - Grade boundaries
 - Predicted grades
 - Available review options and costs

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Important: An EAR may result in a grade being raised, confirmed, or lowered. Students must sign a consent form before submission.

EAR Process Supported by the Department

- The request and consent form must be submitted to the Examinations Officer before the awarding body deadline.
 - The departmental budget will cover the fee.
 - If successful, the awarding body will refund the fee.
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EAR Process Not Supported by the Department

A. Appeal Against Centre Decision

- A student may appeal in writing to the Examinations Officer at least five working days before the EAR deadline.
 - Appeals must include:
 - Detailed reason(s)
 - Signature and date
 - Daytime contact number
 - The appeal will be reviewed by:
 - The Examinations Officer
 - A member of the Senior Leadership Team
 - Outcome communicated by phone and first-class post within 24 hours.
 - Decision is final.
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B. Proceeding Without Centre Support

- The student may proceed independently, paying all fees upfront.
 - No EAR will be submitted until payment is received.
 - If successful, the fee will be refunded to the student.
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Communication of Outcomes

The Examinations Officer will forward outcomes of all EARs to the student as soon as received from the awarding body.

Monitoring and Review

- This policy will be reviewed annually or earlier if JCQ or awarding body guidance changes.
- Records of appeals, outcomes, and EARs will be retained securely in line with JCQ regulations.

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Policy Review Record:

Policy Review		Signature	Signature
Date approved by Governors	28/03/2023	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)
Date Reviewed	19/04/2024	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)
Date Reviewed	08/04/2025	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)
Date Reviewed	17/03/2026	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)

