



Title	Oak Lodge School: Assessment Appeals Policy
Purpose	To describe our appeals procedure.
Relevant to	Upper School 14-19 Department
Responsible Officer	Head of Upper School 14-19 Department/Examinations Officer
Introduced	September 2017
Modification History	9/2018, 09/2019, 09/2020, 10/2021
Related Policies	B3A Internal Moderation Policy & Procedure B3C Malpractice Policy B3D Access to Fair Assessment BSET Pol.21 Equality Policy
Date due for review	10/2022
Relevant Governors' subcommittee for review	LGB
Approved	29 th November 2021
Filed as	B3B: Assessment Appeals Policy 1021

Purpose

This policy sets out the procedure for candidates at the school to appeal about any of the outcomes they have received for qualifications they are undertaking.

Access

Candidates are made aware of the existence of this policy as an induction feature to their course. Candidates continue to have open and supported access to this policy throughout their course. It can be found in the school office and online at

<http://www.oaklodeschool.org/Policy Content/Assessment Appeals.pdf>

All tutors are made aware of this policy and how to access it in order that students can be fully supported throughout their course and following any assessment outcome.

This policy is reviewed annually and may be amended in response to feedback from students, staff, parents and external organisations.

Policy Statement

All students at Oak Lodge School who are candidates for external qualifications have the right to make an appeal about any of the outcomes received for the qualifications they are undertaking.

If any candidate wishes to appeal a decision, they should observe the following procedure.

1. Speak to the member of staff responsible for teaching the qualification in the first instance about the reason they wish to appeal.
2. The member of staff will explain to the candidate why he/she received the outcome.
3. If the candidate is not satisfied with this explanation, their portfolio will be internally re-moderated against appropriate standards for that qualification.
4. The candidate will be informed of the outcome of the internal re-moderation.
5. Where a candidate or the school is not satisfied with the outcome of an enquiry about results they may appeal to the relevant awarding body to review the school's/candidates evidence.
6. If a member of school staff and/or candidate wishes to continue the appeal, he/she needs to contact the school exams officer, who will provide information about the appeals procedure for the relevant awarding body and explain what is involved. The exams officer will also assist with the completion of any forms and will correspond with the relevant awarding body on behalf of the candidate.