



Our Mission Statement – the reason our College exists

“Learning & Growing in the Light of the Gospel”

With Christ at the centre of our learning, we:

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

Our Vision Statement – the long-term change resulting from our work

‘ Encouraging Big Ideas’

Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.

Ratcliffe College

Policy for appealing the outcome of a Post Results Service for IGCSE, GCSE, AQA Level 2 Certificate, A/AS Level or International A/AS Level and BTEC qualifications Summer 2023

Author: K Ryce/D Charlish	Receiver: All staff/Governors
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Introduction

Following the publication of examination results, the examination boards offer a range of Post-Results Services (PRS) which students can access for a limited period. These enable students who are unhappy about the outcome of their examination(s) to seek a review by the examination boards. Such reviews do not involve the re-marking of the student's examination paper(s) but will focus on whether the marking was applied correctly.

Context

This document sets out how students can appeal the outcome of any Post-Results Services (PRS) and the grounds for such an appeal and is based on the JCQ publication, *"A guide to the awarding bodies' appeals process – effective from June 2023 examination series"*¹

It is important to note that when requesting a clerical re-check, a review of marking or a review of moderation, a candidate confirms they understand that the outcome of such a request may mean that their grade is either the same as, lower than or higher than the grade published on results day. If lower than the grade published on results day, the change **cannot be revoked**.

Who can appeal?

Appeals for internal candidates **must** be submitted by the Head of Centre. A request for an appeal must be made via the Examinations Manager using the following email address, examinations@ratcliffecollege.com

Internal candidates and/or their parents/guardians **cannot** appeal directly to the awarding body. Representations **must** be made to the Head of Centre, via the Examinations Manager, who will consider the request.

Private candidates **can** appeal directly to the awarding body.

When can the Head of Centre or Private Candidate appeal?

An appeal may be submitted if the Head of Centre or Private Candidate consider that either:

- a marking or moderation error has occurred; or

¹ https://www.jcq.org.uk/wp-content/uploads/2023/06/Appeals_Booklet_2023_FINAL.pdf

- the awarding body did not apply its procedures consistently, properly, or fairly.

An appeal **cannot** be submitted until the outcome of the relevant Post-Results service is received. In most cases this will follow a Review of Marking.

How to appeal

Appeals must be made within 30 calendar days of the awarding body issuing the outcome of the clerical re-check, review of marking or the review of moderation.

If the reasons for the outcome and/or a copy of the script(s) have been provided within 15 calendar days of the awarding body issuing the outcome, an application for an appeal must still be submitted within 30 calendar days of receiving the outcome.

If the reasons for the outcome and/or a copy of the script(s) have been provided beyond 15 calendar days of the awarding body issuing the outcome, an application for an appeal must be submitted within 15 calendar days of receiving these.

A candidate and/or parent/guardian must set out, clearly and concisely, in writing the grounds for an appeal, addressing why they believe a marking or moderation error has occurred or why the awarding body has failed to follow its own procedures. This must be submitted to the Head of Centre (appellant), via the Examinations Manager, in reasonable time for the request to be considered.

Upon receipt of a written request to appeal the outcome of a clerical re-check, review of marking or the review of moderation, the Head of Centre will assess the grounds set out by the candidate and/or parent/guardian and consider if, in their view, either a marking or moderation error has occurred or whether the awarding body has not followed its procedures consistently, properly, or fairly.

If the Head of Centre believes an appeal can be supported, they will complete the appropriate JCQ form (JCQ/App1) and submit it to the relevant awarding body in line with the JCQ's published procedure. This will be delegated to the Senior Deputy Head or Examinations Manager.

Private candidates can approach the awarding body directly without referring to the Centre.

What will the awarding body do when they receive an appeal?

When an application for an appeal is received, the awarding body will decide whether it will be accepted or not.

The decision whether to accept the application for an appeal is based on:

- the validity of the grounds for the appeal as put forward by the Head of Centre or Private Candidate.
- whether a clerical re-check, a review of marking or a review of moderation has been completed.

- the timescale of the application.

If an application for an appeal is not accepted by the awarding body, the reason(s) for this will be given.

The preliminary stage involves a consideration of the case by an awarding body officer who has not had any previous involvement with or personal interest in the matter. This preliminary stage will include consideration of the written submission from the Head of Centre or Private Candidate.

After the preliminary stage the case will either be not upheld or upheld in whole or in part.

If the case is upheld any further work on the candidates' scripts or results that is necessary will be undertaken. Any such work will always be carried out in accordance with awarding body and inter-board JCQ agreed procedures.

The preliminary stage outcome letter with reasons will be sent to the Head of Centre or Private Candidate. The letter will also detail the next available stage of the appeals process. Following the preliminary stage, the Head of Centre or Private Candidate may pursue the appeal to a hearing.

Where the appellant wishes to proceed to the next stage of the appeal (a hearing), a written request for an appeal hearing must be sent to the relevant awarding body.

A request for an appeal hearing must be made within 14 calendar days of receipt of the preliminary appeal outcome letter. Awarding bodies will usually reject appeals made outside of this timescale.

Appeal Hearing

Further details of this process will be made available if necessary.

Costs

The Examination Boards charge a fee for any appeals. These are:

Awarding Body	Preliminary Investigation	Appeal Hearing
AQA	£120.05	£205.80
CIE	£203.95	£244.55
OCR	£175.50	£250.75
Pearson	£140.00	£180.00
WJEC/Eduqas	£120	£200

Policy written by Kevin Ryce and David Charlish
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