



Woodrush High School

An Academy for Students Aged 11-18

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Appeals Policy (Examinations dept)

2025/2026



Policy author / reviewer	D Wallace
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Appeals Procedure

Internal Appeals

Student appeals of grading decisions must follow the school Internal Appeals Policy. All student handbooks contain the following section so that students know how to make an appeal.

Any student has the right to appeal.

Appeals can only be made against the marking process and not the mark.

You must lodge an appeal within one week following grading. The formal procedure is as follows:-

Candidate appeals procedure (internal marking)

Your work in will be marked by your teacher and checked by another member of staff who has been appointed as an internal verifier. We do our best to ensure your marks are fair. If you think an assessment is unfair you can appeal. We have a special appeals procedure which includes:

- A formal system of recording appeals
- Prompt responses within clearly stated times
- Stages that give all parties the opportunity to put forward their case
- Clear outcomes at each stage
- Constructive feedback to the candidate

Stage 1 Assessor and Candidate

If you disagree with an assessment you must discuss your reasons with the teacher who carried out the assessment as soon as possible. Normally this would be immediately after you receive the assessment mark. If this is not convenient, you should arrange an appointment. Your teacher will consider your reasons and look again at your work. You will then be given a written response, with explanation, which will be either

- The changed mark
- A confirmation of the original mark

If you agree with the decision then the appeal stops at that point. If you are still unhappy with the decision, you must tell your teacher immediately and your appeal will go to stage 2

Stage 2 Internal Verifier

Your teacher will pass on to the internal verifier the following information:

- Your work with the original mark
- The teacher's written explanation of the assessment decision

The internal verifier will reconsider the assessment decision taking into account the following:

- Your reason for appeal
- Your record of assessment
- The teacher's reasons for the assessment mark
- If necessary, the opinion of an assessor from another Centre

The internal verifier will either:

- Uphold the original mark
- Uphold your appeal



You will be provided with a written explanation.

If you are still unhappy with the decision you must tell the verifier and the appeal will go to stage 3.

Stage 3 Senior Manager

A nominated Senior Manager from the school delivering the part of the program the assessment refers to will review the decisions made by the teacher and internal verifier. You may make a submission to the Senior Manager either in person or in writing. The Senior Manager will speak to both the teacher and the verifier and will then discuss the matter in private with the Senior Leadership team. All discussions and decisions will be recorded and decisions reported back to the candidate and teachers. The decision made at Stage 3 is final.

External assessments and qualifications

- 1.1. Enquiries about results (EARs) can be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- 1.2. Pupils should be aware that EARs can result in the marks/grades being raised, confirmed or lowered.
- 1.3. Any pupil who wants to query a mark/grade awarded by an awarding body should adhere to the following procedure:
 - Contact the Examinations Officer and the subject teacher as soon as possible in person to discuss the mark/grade. Before this can be done, allow at least five working days before the published deadline for EARs.
 - The Examinations Officer will advise on the options available to query the mark/grade and any costs involved in doing so.
 - Pupils must sign a consent form to confirm that they understand the consequences of an EAR; these forms will be issued by the Examinations Officer. Consent forms must be returned before an EAR can be valid.
 - The subject teacher will review the pupil's grades and discuss them with the head of department to agree on the appropriate action, taking into account the breakdown of marks, the grade boundaries and the pupil's predicted grades.
- 1.4. If the EAR is supported, then the department will make a request, together with the pupil's consent form, to the Examinations Officer before the deadline for EARs.
 - The cost of the enquiry will be met by the departmental budget.
 - If the EAR is successful, the fee will be refunded.
- 1.5. If the department does not agree to support the EAR, a pupil may appeal against the decision not to support an EAR.
 - Appeals should be made in writing to the Examinations Officer, at least five working days before the published deadline for EARs.
 - The appeal should state the reason(s) for the appeal.
 - This appeal must be signed, dated and include the contact number and email address of the pupil, parent or carer.



- The appeal information will be reviewed by the Examinations Officer and a member of the SLT.
- The outcome of the appeal will be communicated either by telephone, email or first class post, as appropriate, within 24 hours of receipt.
- The decision that is reached is final.

- 1.6. If the school does not support the EAR, the pupil may still proceed with the EAR.
- 1.7. The fee will be paid by the pupil at the time the EAR is made. No enquiry will be processed until the correct fee is paid.
- 1.8. Requests must be made in person to the Examinations Officer before the published deadline for EARs.
- 1.9. If the enquiry is successful, the fee will be refunded to the pupil.
- 1.10. All decisions of an EAR, regarding an awarding body, are final.