



## MAGDALEN COLLEGE SCHOOL

### NOTICE TO GCE/GCSE EXAMINATION CANDIDATES Internal Assessment Procedures and Enquiries about Results (EARs) :Appeals

- This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a GCSE/GCE award, marks or grades awarded for such assessments and enquiries about results (EARs).
- The procedure used at this examination centre, Magdalen College School, is supervised by the Academic Deputy. Information is available from the Examinations Office. The Master will be aware of the details of all appeals in progress, and advised of their outcome.
- Any appeal will be considered by at least three of the following MCS staff: the Examinations Officer, the Academic Deputy, the relevant Head of Department and your Housemaster or Tutor.
- You will be allowed to be supported in the presentation of your case by a parent, guardian or friend.
- A written record of all appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All appeals will include a review of the procedure used at MCS to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.
- For appeals regarding the process and/or marks awarded, you must complete the relevant form at least two weeks before the date of the final written examination paper in the subject that exam session. An internal appeal will be resolved by the date of the final written examination paper of that session.
- If you disagree with the school's decision not to support an enquiry about results request you should inform the Exams Officer (EO) within two working days, using the relevant form. The EO will then involve the Academic Deputy, Usher or Master as appropriate, and in accordance with the school's policy on such appeals: this is available on request. The matter will be resolved before the published EAR deadlines.
- The outcome of any appeal or dispute will be made known to the Master. A written record will be kept and made available to the Awarding Body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

#### *How do I make an appeal?*

- You should seek advice from your Tutor, or relevant subject staff.
- If you wish to make an appeal, you should fill in the "Form for the logging of pupil appeals: internal assessment procedures". A blank copy of this will be available from the Examinations Office.
- Return the completed form to the Examinations Office.