

LARNE GRAMMAR SCHOOL
COMPLAINTS & APPEALS
AGAINST THE SCHOOL'S
ADMINISTRATION OF EXTERNAL
QUALIFICATIONS

SUMMER 2020 AWARDING OF GCSE, AS AND A LEVEL QUALIFICATIONS

Larne Grammar School is committed to ensuring that whenever its staff assesses students' work for external qualification that it is done fairly, consistently and in accordance with the guidance provided by the Awarding Organisation / examination board (AO) and the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills. Assessments will be made and authenticated according to the requirements of the relevant AO and school processes. Consistency will be assured by internal moderation and standardisation.

If a student is of the view that an error has been made by the school in its procedure or process, the student can make use of this procedure. In accordance with the Appeals Process developed by CCEA for the Summer 2020 Awards, it should be noted that recourse for pupils under this procedure is only in the event that it is believed an error was made in the way that data was processed and/or submitted by the school as part of the awarding arrangements for summer 2020. There is no review or appeals process premised on scrutiny of the professional judgements on which the school's data was determined. This appeals mechanism relates solely to procedural error by the school.

1. Following the publication of the GCSE and/or AS and 'A' Level results, the School will inform candidates, on request, of their internally moderated centre assessment grade(s) (i.e. the grade submitted to the examination board by the School).
The request should be made on the proforma (Appendix 1) and submitted to the Principal. The School will endeavour to respond to all requests within a reasonable timeframe but candidates should be aware that the higher the volume of requests, the longer it will take the School to respond.
Please note that candidates can proceed with an appeal under this procedure without first having requested, or received, their centre assessment grade(s).
2. Any appeal against the school's administration of external qualifications must be made in line with examination board timelines. The deadline for the receipt of any appeal in 2020 will therefore be Friday 4th September.
3. Appeals should be made in writing, using the proforma (Appendix 2), to the member of Senior Leadership with responsibility for Examinations (Mr McNaughten), who will investigate the appeal, ensuring the Principal is kept informed at all stages. If the member of Senior Leadership with responsibility for Examinations was directly involved in the assessment in question, the Principal will appoint another member of staff of similar or greater seniority to conduct the investigation. (Likewise if the member of Senior Leadership with responsibility for Examinations is not able to conduct the investigation for some other reason). **The candidate must clearly explain why they are appealing the grade awarded, i.e. in what way they believe that the school has made an error in its procedure or processes.**
4. Pupils will be informed in writing of the outcome of the appeal. The result of the appeal could be the grade being raised, lowered or remaining the same. Candidates should therefore be aware that the appeals process may result in the original grade awarded being reduced.
5. The outcome of the appeal/complaint will be made in consultation with the Principal and will be logged. A written record of the appeal will be kept and made available to the AO at their request. If the appeal is upheld, the school will inform the AO of the error and request that it is corrected. If the student remains dissatisfied with the school's handling of the appeal/complaint, the student can report their complaint, and the school's handling of it, to the AO, who will treat it as a potential complaint of maladministration by the school and may carry out an investigation.

Please note that the process undertaken by the various Awarding Organisations (AO) to determine the "calculated grades" awarded is outside the control of Larne Grammar School and is not covered by this procedure.

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APPENDIX 1 – REQUEST FOR RELEASE OF CENTRE ASSESSMENT GRADE(S)

Name of Candidate _____

Qualification (Please circle)

GCSE

AS

A Level

Subject(s) – Please list below

Signed (candidate) _____

Date _____

PLEASE NOTE THAT THE REQUESTED INFORMATION WILL BE DISCLOSED TO THE CANDIDATE. WRITTEN EVIDENCE OF STUDENT CONSENT WILL BE REQUIRED BEFORE THE SCHOOL WILL RELEASE DATA TO ANY THIRD PARTY, INCLUDING PARENTS AND CARERS.

Pupils' legal rights under GDPR (including their right to make a Subject Access Request) are outlined in the Privacy Notice which can be accessed on the school website - <http://www.larnegrammar.org.uk/wp-content/uploads/2018/05/Privacy-Notice-Pupils-and-Parents1.pdf>

For School use only.

<i>Date received</i>	
<i>By</i>	
<i>Date information provided</i>	
<i>Signed</i>	

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APPENDIX 2 – APPEAL AGAINST THE SCHOOL'S ADMINISTRATION OF EXTERNAL QUALIFICATIONS

Name of Candidate _____

Qualification (Please circle)

GCSE

AS

A Level

Subject

Reason for the Appeal (please outline the way in which you believe that the school has made an error in its procedure or processes)

Signed (candidate) _____

Date _____

For School use only.

<i>Date received</i>	
<i>Outcome</i>	
<i>Date response provided</i>	
<i>Signed</i>	