Internal appeals procedure following the outcome of an enquiry about results

Should the Headmaster be dissatisfied, following receipt of an outcome of an enquiry about results from an awarding body, he can appeal. For GCSE, with the exception of English Language, English Literature and Mathematics, this appeal may only be made in relation to the awarding body’s procedures, and the application of their post-results service procedures, and it does not automatically involve further re-marking of a candidate’s script.

Where the Headmaster is satisfied with the outcome of a results enquiry, but the candidate and their parents/guardians are not satisfied, they may make an internal appeal to the Headmaster. This document sets out the procedure pupils and parents should follow.

The candidate, and their parents/guardians, should appeal in writing to the Headmaster within 7 calendar days of notification of the results enquiry outcome. This is to allow the Headmaster sufficient time to process the internal appeal and, should it be successful, meet the awarding body’s 14 calendar day deadline. If an appeal is ultimately submitted by the Headmaster, the awarding body fees incurred must be paid by the appellant.

The letter must clearly state reasons for the appeal and be signed by the candidate. For pupils under the age of 18, however, a parent/guardian should also sign the letter. It is vital that the candidate gives his/her consent at each stage of the process, and parents/guardians are reminded that results belong to candidates and, as such, the candidate has the right to refuse an appeal.

At GCSE, except for English Language, English Literature and Mathematics, the grounds for appeal at GCSE must relate to the awarding body’s procedures, or their application of post-result service procedures. At AS and A level, and for GCSE English Language, English Literature and Mathematics, the grounds for appeal extend to errors in the totalling of marks, proper application of the mark scheme, and the reasonable exercise of a marker’s academic judgement, in either the original marking or the review of marking.

Upon receipt of an appeal, the Headmaster will give further consideration to the outcome of the results enquiry; he will take into account all the relevant factors, together with the Head of Department for the subject concerned.

The outcome of the appeal will be communicated to the candidate and their parents within 7 calendar days of its receipt by the Headmaster. This decision is final.