

St. Mary's Music School
Internal Appeals Procedure
OCR Examinations.
2010/11

1.1. This procedure is a mechanism by which candidates may appeal against marks and assessments given to and made of their internally assessed folios and submissions made during the course of their study for OCR AS and A2 examinations.

1.2. It is based on the document "Internal Appeals Principles and Guidance January 2006" issued by the Joint Council for Qualifications under the sub heading "Arrangements for internal appeals about internal assessment decisions and enquiries about results; Principles" and "Guidance for Centres on establishing an appeals procedure".

1.3. This document will be issued to candidates and parents at the start of their course of study.

2.1. It should be noted that, given our usually relatively small number of candidates it would be most unlikely that any course work assessed internally would not be moderated by an OCR external moderator. Therefore any internal appeal against an internal assessment would become also an external appeal lodged with OCR.

2.2. It is envisaged that this mechanism will normally be required when all other mechanisms within our centre (for example, discussion between candidates/carer/s and Head Teacher) have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

3.1. After the Candidate has completed his/her folio and handed it in and after the folio has been internally marked and dispatched to the External Moderator, the Candidate will be interviewed by the Marker. During this interview his/her mark will be explained. A third party, probably the Head of Guidance will be present as a neutral witness. It will be explained that the mark can not be changed at this stage and that it would be, in any case, liable to change by the External Moderator. If the Candidate feels that he/she has been treated unfairly then he/she can at this stage initiate the appeal procedure by writing to the Head Teacher and requesting such an initiation. This letter must be properly signed and dated.

3.2. The Head Teacher would then nominate a member of the Senior Management Team to manage the appeal procedure. This person (the Executor) would collect all relevant paper work including copies of any relevant assessment pro forma and submitted work having informed the teacher concerned that an appeals procedure had been activated and would also inform the Examinations Officer of the same who will then inform OCR of the activation of the procedure.

3.3. The teacher concerned would be required to explain the marking process and decisions made which lead to the initial mark being given. The Executor, informed by the teacher concerned, would then respond in writing to the Candidate explaining the reasons for allocation of the original mark. This missive should be delivered to the Candidate within one week of the date of the initiating letter from the Candidate to the Head Teacher.

4.1. If the candidate is not satisfied at this stage they may then request a personal hearing. This request must be made in writing to the Executor who should receive this missive within two weeks of the initiating letter from the Candidate to the Head Teacher.

4.2. The Executor would then convene a panel in order to hear the appeal. The panel would consist of the Executor in the chair, a second neutral party (who could be a member of the board of directors) and an external expert (eg: a teacher from another school which offers the same syllabus to their students).

4.3. The Executor would arrange a time at which the panel, the Candidate and the teacher concerned could meet. This should be within three weeks of the initiating letter from the Candidate to the Head Teacher. All panel members, the Candidate and the teacher concerned would be given copies of all relevant paper work three days in advance of the meeting.

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4.4. The Candidate and the teacher concerned would be interviewed by the panel and both would be given every opportunity to state their case. If requested by the Candidate and if deemed appropriate by the panel, the teacher concerned may answer questions put directly to them by the Candidate.

4.5. Every effort will be made to ensure that the Candidate and the teacher concerned do not meet outside the hearing room, in a shared waiting room for example.

4.6. The Candidate may be represented by a third party, a carer or family solicitor, or, if speaking for them selves, be accompanied by a single adult friend or relation.

5.1. Having heard the Candidate's personal appeal and the explanations given by the teacher concerned the panel will decide, informed by the external expert, if the originally allocated mark should be changed.

5.2. The Candidate and the teacher concerned will be informed in writing of the panel's decision within four weeks of the initiating letter from the Candidate to the Head Teacher.

5.3. If the originally allocated mark is to be changed the Executor will inform the Examinations Officer who will instruct OCR accordingly. OCR should receive such an instruction within five weeks of the initiating letter from the Candidate to the Head Teacher and before any certificates are confirmed for printing.

6.1. It should be noted that OCR may not be obliged to alter such a mark if it has been verified by an external moderator.