



Internal appeals procedure Summer 2020 examination series

The Roundhill Academy will:

- inform candidates of the arrangements for appeals and the accessibility of senior members of centre staff immediately after the publication of results via email
- appeal to an awarding body on a candidate's behalf if it believes the centre itself made an error when submitting a centre assessment grade or rank order information or if it believes an awarding body made a mistake when calculating, assigning or communicating a grade
- ask the candidate to provide written informed consent (consent via candidate email is acceptable) before an appeal is submitted to the awarding body. The appeal could result in the final grade being higher than, or the same as the grade which was originally awarded
- only collect consent after the publication of results
- where relevant, advise an affected candidate to inform any third party (such as a college or employer) that an appeal has been submitted to an awarding body

The Roundhill Academy will not:

- seek any information the awarding body holds that would be needed for an appeal if it does not believe an awarding body made a mistake when calculating, assigning or communicating a grade
- appeal to an awarding body on a candidate's behalf if it does not believe the centre itself made an error when submitting a centre assessment grade or rank order information or if it does not believe an awarding body made a mistake when calculating, assigning or communicating a grade

An internal appeal can be submitted to the centre where a candidate believes there are grounds to appeal against the centre's decision:

- not to seek any information the awarding body holds that would be needed for an appeal and/or
- not to appeal to the awarding body

An appeal should be submitted by completing and submitting an **internal appeals form** by Friday 4 September 2020

The appellant will be informed of the outcome of the appeal by Friday 11 September 2020 at the latest.

If the internal appeal is upheld by the centre, resulting in an appeal on the candidate's behalf being submitted to the awarding body:

- awarding body fees which may be charged for an appeal must be paid to the centre by the appellant before the appeal is submitted to the awarding body if applicable. (Fees will be available from the Exams Manager)
- if the appeal is upheld by the awarding body, this fee (if charged) will be refunded by the awarding body and repaid to the appellant by the centre.