



Hornchurch High School Appeals Policy

If you believe an error has been made in determining your grade, you will have a right to appeal. There are two stages to the appeals process:

Stage 1: Centre Review: If you don't think you have been issued with the correct grade, you can submit an appeal. We will check:

- to ensure we have not made an administrative error, e.g. that we have submitted an incorrect grade; we used an incorrect assessment mark when determining your grade.
- did not apply a procedure correctly, e.g. we did not follow our Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

To help you decide whether to appeal, you can request that we provide you with:

- our Centre Policy
- the sources of evidence used to determine your grade
- details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness

Stage 2: Appeal to the Exam Board:

If you still don't think you have the correct grade after the centre review is complete, you can ask us to appeal to the exam board, who will review whether:

- we made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence.
- we did not apply a procedure correctly, e.g. they did not follow our Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.
- the exam board made an administrative error, e.g. they changed your grade during the processing of grades.

At both stages of the process you will need to submit your appeal to us (not the exam board) and give us your written consent to conduct the appeal or submit it to the exam board on your behalf. **It's important to remember that your grade can go down, up or stay the same through either stage of the process.**