



Haygrove School

Durleigh Road, Bridgwater, Somerset TA6 7HW
Tel: 01278 455531 Fax: 01278 427972
www.haygroveschool.co.uk
Headteacher – Mrs K Canham, BA (Hons), MA



March 2018

Dear Parent

Over the next two months any internally assessed work which counts towards final exam grades will be marked and students will be informed of those marks before they are submitted to the exam boards.

Occasionally a student may not agree with the mark awarded by a teacher. If this disagreement cannot be resolved by discussion with the teacher, then the student may appeal to the Examinations Officer.

Should the issue still not be resolved then an appeals procedure will be initiated. This appeal 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.

The Examinations Officer and the Senior Leadership Team are in overall charge of managing appeals relating to internally assessed work. If a student wishes to appeal about an internal assessment mark then the following procedures should be followed:

- The appeal should be made in writing to the Examinations Officer stating the details of the complaint and the reasons for the appeal.
- The appeal must be submitted before the 4 May 2018.

The teacher concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Examinations Officer. A copy will be given to the student. If the student is not happy with the written response they have received then they can request a personal hearing before an appeals panel:

- The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
- The appeals panel will consist of the Examinations Officer and two of the following; the Headteacher, the Deputy Headteacher, a member of the Senior Leadership Team or a School Governor.
- The student will be given at least two days notice of the hearing date.
- A breakdown of the marks awarded will be given to the student in advance of the appeal.
- The student may bring a parent/guardian to the hearing.
- The teacher involved will be present at the hearing.

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Yew Wah International Education School



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- The Examinations Officer will convey the outcome of an appeal and the reasons for that outcome in writing to the student.
- The school will maintain a written record of all appeals.
- The school will inform the examining bodies of any change to an internally-assessed mark as a result of an appeal.

Yours sincerely

L Woodley (Mrs)

Examinations and Vocational Subjects Manager



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