



SEDBERGH SCHOOL

Public Examinations and Coursework: Internal Appeals Procedure

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Effective from	May 2016
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Policy Owner	James Morgan
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Circulation	Pupils & parents by request
Publication	Website

Procedure in cases where a problem is suspected with coursework:

1. The teacher explains the problem to you and you amend your work as required.
2. If you do not accept there is a problem you may bring it to the attention of the Head of Department. He/she will put in writing for you and your parents why malpractice is suspected and you will try to resolve the issue.
3. If the problem is not resolved by the Head of Department the problem is brought to the attention of the Academic Committee who will scrutinise the evidence. You and your parents will be informed, in writing, of the allegation. A formal interview will take place between members of the Academic Committee, the Head of Department and the pupil. A decision will then be recommended to the Headmaster.
4. You and your parents have a right of appeal to the recommendation.
5. Where a case of malpractice is to be presented to the Examination Board, you and your parents will be given a copy of the written allegation sent to the Board and will be informed of the Board's appeal process.

Evidence Base:

1. Professional judgement of teacher and/or Head of Department.
2. Original material which has been plagiarised.
3. Comparison of styles of plagiarised work with your other work.
4. Use of computers to check work.
5. Copies of drafts of your work.

Procedure in cases where malpractice is suspected in an examination:

Malpractice is where you have broken examination rules. The rules have been given to you in writing and have been explained in Powell Hall. Ensure you understand the rules. Obvious examples of malpractice include taking unauthorised materials into the examination (including mobile phones) or attempting to cheat.

1. You will be informed of suspected malpractice at the time.
2. You will normally be allowed to complete the examination paper.
3. The Headmaster and your Housemaster/mistress will be informed and the matter will be investigated. You and your parents will be allowed to respond to the accusation.
4. If the accusation is upheld you and your parents will be informed in writing and the examination board will be told the details of the malpractice.
5. You and your parents will be kept informed of the decisions of the examination board.

Appeals:

1. At any stage you and your parents may ask for clarification and justification of the accusation of malpractice and can expect it in writing.
2. You and your parents can make a direct appeal to the Headmaster to ask for a full written justification of the accusation of malpractice.
3. You and your parents are made aware of the JCGQ Appeals process when accusations of malpractice are submitted to an Examination Board.

JRDM
May 2016