

ARRANGEMENTS FOR INTERNAL APPEALS AGAINST ASSESSMENT DECISIONS

Internal assessment covers controlled assessments, portfolios and projects produced by candidates, marked by teachers and submitted to an awarding body for moderation.

Appeals may be made to the school regarding the procedures used in internal assessment *but not the actual marks or grades* submitted by the school for moderation by the Awarding Body.

In the first instance the candidate and/or parent should discuss any concerns with the Leadership Link for the faculty involved. Most cases should be resolved in this way.

Where discussions with the Leadership Team Link member have failed to resolve the matter, the candidate or parent should send a written appeal to the appropriate Head Teacher, in exceptional cases.

This written appeal must be received by the school no later than 30th April in the year of exam entry. The letter should clearly state the reasons for the appeal.

On receipt of a written appeal an enquiry into the internal assessment will be conducted by the appropriate Leadership Team Link member. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The teacher involved in making the assessment and his/her Team Leader will be given a copy of the appeal and will also be given the opportunity to respond to this in writing. A copy of this response will be passed to the candidate.

The candidate will be informed in writing of the outcome of this appeal, including details of any relevant communication with the Awarding Body. This will be done within three weeks of the receipt of the original request.

If the candidate is not happy with the response, he/she will be given an opportunity to have a personal hearing. A request for this must be made in writing within two weeks of the written response. The personal hearing will take place within two weeks of the receipt of the candidate's request.

The candidate will be given all relevant documents prior to the hearing and will be permitted to be accompanied by a parent/carer or friend. The teacher and the candidate will both be given the opportunity to hear the other's submission to the panel at the hearing.

The panel will consist of the appropriate Leadership Team Link member, a member of the Leadership Team who has not been involved in any internal assessment for the subject or the candidate involved and a Governor. The outcome will be communicated in writing to the candidate within one week of the appeal hearing.

The Examinations Officer will maintain a written record of all details of all appeals.

Last Review : 13/11/2014

Next Review 01/10/2016