Student appeals procedure against internal assessment decisions

Larkmead School is committed to ensuring that internal assessments are marked and administered fairly, consistently and in accordance with the awarding body specifications and subject-specific associated documents.

This is ensured by:

- Subject staff having the necessary and appropriate knowledge, understanding, skills, and training in this activity
- Subject staff authenticating candidates work according to the requirements of the relevant awarding body
- A process of internal moderation and standardisation led by nominated staff

An appeal against internal assessment decisions can be made, based on the above not being fulfilled.

All appeals must follow the procedure detailed below.

Note - appeals may only be made against the marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.

- Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the summer exam series)
- 2. Appeals should be made using the **internal appeals form** completed by the candidate (or parent/carer)
- 3. The head of centre will appoint a member of the senior leadership team, who has no involvement in the assessment process for that subject to conduct the investigation
- 4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements as detailed in the awarding body specification(s) and/or subject-specific associated documents
- 5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to internal assessment procedures
- 6. The outcome of the appeal will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity in procedures to light, the awarding body will be informed

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of Larkmead School and is not covered by this procedure.

Internal appeals form

	be completed in all cases to lo						
_	cate what the appeal is again						
\sqcup an internal assessment decision \Box the centre decision not to support an enquiry about results							
	utcome of an enquiry ab						
		Candidate name					
Name of appellant		if different to appellant					
Awarding body		Unit/module/exam paper code					
Subject		Unit/module/exam paper title					
Please state the g	grounds for your appeal below	w:	1				
			Continue overleaf if necessary				
Appeal against a Appellant declarat	an internal assessment dec	ision					
By signing here, I a	m confirming I understand the p		vill be to decide whether the process				
used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.							
_	it process not against the mark s	submitted by the centre					
Signature:	L		Date of signature:				
Appellant declarat							
By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.							
Signature:	Date of signature:						
Appeal against the outcome of an enquiry about results Appellant declaration By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.							
Signature:			Date of signature:				

The appellant declaration against the relevant appeal must be signed, dated and returned to the Exams Officer, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.