

*Individual Growth, Individual People'*

Head Teacher: Mrs M A Tyers



# Examination Internal Appeals Policy for Assessment Decisions

## Reviewed November 2023

## EXAMINATION INTERNAL APPEALS POLICY FOR ASSESSMENT DECISIONS

Under Section 2, paragraph 19 (ix) of the Joint Council Code of Practice, the Awarding Bodies require centres offering their examinations to:

- have a published appeals procedure relating to internal assessment decisions that contribute to summative assessment
- make this document available and accessible to candidates

**Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.**

1. The candidate will have produced work for internal assessment that has been sent to all examination candidates.
2. All candidates are given advice about the production of internally assessed work that contributes to summative assessment and deadlines to be met. Information about the appeals procedure will be given in the same advice.
3. All candidates are given adequate and appropriate time to produce the required work.
4. Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
5. The consistency of the internal assessment is secured via a mark scheme or marking criteria and internal standardisation activities as necessary.
6. Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation will attend any training sessions given by the Awarding Bodies.
7. The Awarding Body must moderate the assessed coursework and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

### **Appeals Procedure**

1. The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the judgements themselves.
2. In the first instance the student should raise any concerns about their assessment decision with the teacher. *Students are informed about the appeals procedure before examinations and after.*
3. If the student remains concerned having spoken to their teacher they should contact their Deputy Head (14-19 department).
4. The tutor or nominated person will ask the student to make a written appeal which will be submitted to the relevant College Manager. The grounds for the appeal must be clearly stated.

5. On receipt of the written appeal the relevant Deputy Head will lead an enquiry to investigate the stated concerns. The enquiry will be completed within 10 working days. On completion the written findings will be sent to the student.
6. If the student is satisfied with the findings no further action will be taken. However if the student remains unsatisfied with the findings then a **final** appeal can be made. The appeal must be sent to the Head Teacher (within a week of receiving the written findings). The grounds for the appeal must be clearly stated. Once received by the Head Teacher an appeals panel will be convened within ten working days.
7. The final appeal will be considered by the **Appeals Panel**. The panel will consist of the Deputy Head (14-19 Department), the relevant Head and a member of the Curriculum Team Leader. The candidate, who will be asked to attend, can be supported by a parent/carer or friend.
8. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. Written confirmation of the panel findings will be provided within three working days.

