

# **CASTLE TOWER SCHOOL**



## **EXAMINATIONS**

## **INTERNAL APPEALS**

## **PROCEDURE**

## **EXAMINATIONS**

### **Internal Assessment Appeals Policy**

This policy applies to internal assessment decisions of work relating to external qualifications. ***Appeals may be made to the School regarding the procedures used in internal assessment, but not against the actual marks or grades submitted by the School for moderation by the Awarding Body.***

In accordance with the JCQ Code of Practice for the conduct of external qualifications produced by the QCA, Castle Tower School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation attend any compulsory training sessions.

Any concerns about the procedures used in assessing internally marked work for external qualifications (e.g. coursework / portfolio / projects), should initially be raised with the subject teacher concerned. It is hoped that this will resolve the issue. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the Examinations Officer, who will put into action the agreed appeals process set out below. It is expected that it will be used only in exceptional circumstances.

#### **Written Appeals Procedure**

The Examinations officer is in overall charge of managing appeals relating to internal assessments. In the first instance a pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the school before the end of the exam season in question. Each Awarding Body publishes procedures for appeals against its

decisions, and the Examinations Officer will be able to advise pupils and parents of these procedures.

If a student wishes to appeal about the internal assessment process 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 end of the first week in May of the year in which the written examinations are taken.
- 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 and a copy given to the candidate.
- If the candidate is not satisfied 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.

### **Appeals Panel**

The appeals panel will consist of the Examinations Officer and two of the following - the Principal, the Vice Principal or a member of the management team.

- The candidate will be given at least two days notice of the hearing date.
- A breakdown of the marks awarded will be given to the candidate in advance of the appeal.
- The candidate may bring a parent/carer to the hearing.
- The teacher involved will be present at the hearing.
- The Examinations Officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
- The School will maintain a written record of all appeals.
- The School will inform the awarding bodies (examining boards) of any change to an internally assessed mark as a result of an appeal.