



# EXAMINATION APPEALS

<b>Last Review Date</b>	November 2015	<b>Next Review Date</b>	November 2016
<b>Leader of Policy Review</b>	Mrs. J. Cooper, Mrs. S. Hammond		
<b>Associated Policies</b>	Examinations, Examinations Contingency Plans		

## APPEALS AGAINST INTERNAL ASSESSMENT IN EXTERNAL QUALIFICATIONS

The School is committed to ensuring that whenever its staff assess the work of candidates for external qualification; this will be done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments will be carried out by staff who have the appropriate knowledge, understanding and skills. When the assessment of a piece of work is divided among several members of staff, consistency will be maintained by internal moderation and standardisation. Students' work must be authenticated according to the requirements of the Awarding Body.

If a candidate feels that these procedures have not been carried out in relation to his or her work they should first discuss the matter with the Head of Department. If the problem cannot be resolved in this way, the candidate may use the formal appeal procedure as described below.

## WRITTEN APPEALS PROCEDURE

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

- A written appeal must come from the parent/guardian of the candidate, not the candidate alone and must be received by the Examinations Officer as soon as the circumstances become known and before the start of the main written GCSE/A Levels.
- The Examinations Officer and another experienced member of the teaching staff, not directly involved in the assessment concerned, will conduct the appeal and will decide whether the procedures used for the internal assessment conformed to the requirements of the Awarding Body.
- The teacher(s) and departmental head responsible for the awarded mark will be given a copy of the written appeal and they will be given an opportunity to respond in writing to this appeal.
- The outcome of the appeal will be reported in writing to the parents or guardian of the candidate. Any changes made to the assessment of the work, and any correspondence with the Awarding Body, will also be reported.
- The candidate, supported by a parent or guardian, has the right to a personal hearing if they are not happy with the written response received. The hearing will be conducted by the Headteacher and a governor.
- Written records of any appeal will be maintained at the school and will be available to the Awarding Body on request. A copy will be sent to the candidate/parent/guardian within two weeks of the hearing.
- The school will also inform the Awarding Body of any outcome from an appeal, which has implications for the conduct of the examination or the issue of results.

After work has been assessed internally it is moderated by the Awarding Body to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. This moderation is outside the control of the school and is not covered by this procedure.

Appeals against the marking of externally assessed examination components are dealt with after the publication of results according to procedures published by the Awarding Bodies.