

## *POLICY*

### **Appeals against Internal Assessment of Work For External Qualifications**

Ashton on Mersey School is committed to ensuring that whenever staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to her/his work, s/he may make use of this appeals procedure. Note that **appeals may only be made against the process that led to the assessment and not against the mark or grade** submitted by the centre for moderation by the awarding body.

This procedure is available from the exams office and is posted on the exams notice board.

1. 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 (eg the last GCSE written paper in the June GCSE exam series).
2. Appeals should be made in writing by the candidate's parent/carer to the exams officer (EO), who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the EO was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the EO is not able to conduct the investigation for some other reason.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
4. 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 the procedure relating to internal assessment.
5. The outcome of the appeal will be made known to the Headteacher 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 to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Ashton on Mersey School and is not covered by this procedure. If you have concerns about it, please ask the EO for a copy of the appeals procedure of the relevant awarding body.

## **NOTICE TO GCSE EXAMINATION CANDIDATES**

### **INTERNAL ASSESSMENT PROCEDURE – APPEALS**

- This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a GCSE/GCE award.
- The procedure at this examination centre, Ashton on Mersey School, will be supervised by the Examinations Officer. Information will be available from the Examinations Office. Mr Kapur will be aware of the details of all appeals in progress, and advised of their outcome.
- Any appeal will be considered by at least three members of Ashton on Mersey staff, including your Teacher.
- A parent, guardian, or friend will be allowed to support you in the presentation of your case.
- A written record of all Appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All Appeals will include a review of the procedure used at Ashton on Mersey School to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.
- You must complete the relevant form at least two weeks before the date of the final written examination paper in the subject that exam session. An internal Appeal will be resolved by the date of the final written examination paper of the session.
- Ashton on Mersey School will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations or the issue of results at Ashton on Mersey School and full details of any Appeal will be made available to the Awarding Body on request.

#### ***How do I make an Appeal?***

- ✓ You should seek advice from your Teacher, or relevant subject staff.
- ✓ If you wish to make an Appeal, please fill in the form 'Candidate Appeal Against Internal Assessment of External Qualifications'. A blank copy of this will be available from the Examinations Office.
- ✓ Return the completed form to the Examinations Office.

**Appeal Form**

**Candidate Appeal Against Internal Assessment of External Qualifications**

(You must complete this form and return it to the Examinations Officer at least 2 weeks before the date of the final written exam paper in this subject)

**Candidate's Name:**

**Candidate Number:**

**Subject:**

**Syllabus Code:**

**Exam Board:**

**Reason for Appeal:**

**Signature of Candidate:**

**Signature of Parent/Guardian:**

**Date:**

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*School use only*

**Date of Appeal:**

**Outcome of Appeal:**

**Reasons for Decision:**

**Appeal's Panel Signatures:** \_\_\_\_\_

**Subsequent Action:**

**Result of Appeal to:**      **Candidate**      **Yes/No**      **Awarding Body**      **Yes/No**