



Policy: Internal Assessment Appeals Procedure

St John's Catholic Comprehensive School

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Internal Assessment Appeals Procedure

This procedure 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 St John's Catholic Comprehensive 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. internal assessments/ projects), should initially be raised with the tutor, the teacher concerned, and/or the relevant Heads of Departments. 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 Examination Manager, 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 Examination Manager is in overall charge of managing appeals relating to internal assessments. In the first instance a students or parent wishing to appeal against the procedures used in internal assessments should contact the Examination Manager as soon as possible to discuss the appeal, and a written appeal must be received by the school before the end of exam season in question. Each awarding body publishes procedures for appeals against its decisions, and the Examination Manager 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 Examination Manager 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(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Examination Manager 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 2 days of receipt of the written reply to the initial appeal.

Appeals Panel

- The appeals panel will consist of the Examination Manager and 2 of the following – the Head teacher, Deputy Head teacher, Assistant Head teacher, Head of Department
- The candidate will be given at least 2 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(s) involved will be present at the hearing
- The Examination Manager 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 (examination boards) of any change to an internally assessed mark as a result of an appeal.

Results, enquires about results (EARs) and access to scripts (ATS)

- Candidates will receive individual result slips on result days, either in person at the centre or by post to their home addresses, candidates to provide self-addressed envelope.
- Arrangements for the centre to be open on result days are made by the Senior Leadership Team.
- Results can only be given to the candidates themselves. Any request for results to be given to another person (family or friend) must be made as a written request.
- Results will not be given out over the phone.