

SAPIENTIA EDUCATION TRUST



OLD BUCKENHAM  
HIGH SCHOOL

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**INTERNAL ASSESSMENT APPEALS POLICY**

<b>Author / Edited by</b>	Exams Officer
<b>Date</b>	March 2022
<b>Executive summary</b>	This policy has been reviewed order to comply with JCQ Regulations
<b>Review Body</b>	School
<b>Endorsed by</b>	Governing Body
<b>Review frequency &amp; next review due</b>	Annually – March 2023
<b>Comments</b>	<p>This policy is available on our school website and is available on request from the school office.</p> <p>This policy will be reviewed in full by the Governing Body on an annual basis.</p>

Endorsed by **Old Buckenham High School** Governing Body on 29<sup>th</sup> March 2022

## Internal Appeals Procedure for Internal Assessment Decisions

Old Buckenham High School is committed to ensuring that whenever their staff assess students' work for external qualification, it is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

Old Buckenham High School will ensure that candidates are informed of their centre assessed marks at least 2 weeks prior to the awarding body deadline for mark submission so that they may request a review of the centre's marking before marks are submitted to the awarding body.

If a student feels that their work has not been marked fairly in accordance with the specification, he/she may make use of the appeals procedure as outlined below. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

If this 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. This will be final stage in the normal process of considering and resolving disputes. It is expected that it will be used only on exceptional circumstances.

1. The Examinations Officer is in overall charge of managing appeals relating to internal assessments.
2. If a student wishes to appeal about his/her internal assessment marks, then the following procedures should be followed:
  - a. The appeal should be made in writing to the Examinations Officer stating the details of the complaint and the reasons for the appeal using the Internal Appeals Form.
  - b. The appeal must be submitted at least 2 weeks before the deadline for submitting controlled assessment marks to the exam board (7<sup>th</sup> May for AQA, 14<sup>th</sup> May for Edexcel).
3. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Examinations Officer; a copy will be given to the candidate.
4. If the candidate is not happy with the written response they have received, then they can request a personal hearing before an appeals panel.

- a. The appeals panel will consist of the Examinations Officer, the member of staff concerned and two of the following – The Head, Deputy Head, Curriculum Lead and a School Governor.
- b. The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
- c. The candidate will be given at least two days' notice of the hearing date.
- d. A breakdown of the marks awarded will be given to the candidate in advance of the appeal.
- e. The candidate may bring a parent/guardian to the hearing.
- f. The teacher(s) involved will be present at the hearing.

5. The Examinations Officer will

- a. Convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
- b. The school will maintain a log and a written record of all appeals.
- c. The school will inform the Awarding Bodies of any change to an internally assessed mark as a result of an appeal.