



## **POLICY FOR PROCEDURE OF INTERNAL ASSESSMENT APPEALS**

Approved

March 2017

*Achieving excellence together*

## 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.

If a student feels that this may not have happened in relation to his/her work, 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.
  - b. The appeal must be submitted before the end of the first week in May of the year in which the written examinations are taken.
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 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.