



## INTERNAL ASSESSMENT APPEALS POLICY

This procedure relates to internal assessment decisions made by teachers with regard to GCSE, AS and A2 candidates in the school. Where there is concern about a mark awarded by the school, the parent/guardian should contact the Vice Principal (Curriculum) to discuss the matter.

It is assumed that the pupils will have sought clarification as to why his/her evaluation of an internal assessment award is different from the teacher(s) in advance of any parental contact and that issues can be resolved where possible at a teacher/departmental level. The following procedure will normally be required only when this informal approach fails to resolve the matter. The procedure is intended to be rigorous and transparent in that it provides the pupil and parent with the right to a hearing, independence in the hearing and a written record of the outcomes.

The Vice Principal (Curriculum) will manage internal examination appeals. He/she is responsible for disseminating information about the appeals procedure to all candidates and their parents and for keeping the Principal informed.

An appeal should be made in writing to the Vice Principal, stating details of the complaint and the reason for the appeal as soon as possible after the controlled assessment/coursework mark (albeit subject to moderation) is made known to the pupil and preferably before the marks are submitted to the Awarding Body. An appeal cannot be made until the assessment of the unit/module has been fully completed and marks awarded. The appeal will be acknowledged by the school within 2 days of receipt and, where possible, dealt with by the school within 7 days of receipt.

The head of department concerned and the teacher who made the assessment which is the subject of the appeal will be given the opportunity to see a copy of the appeal and to respond in writing. A copy of this response will be sent to the candidate.

The candidate and parent bringing the appeal will have the opportunity to have a personal hearing if they are not happy with the written response received. Reasonable notice of the hearing date will be given. They will be given sight of all the relevant documents (for example, the marks given, the assessment made) in advance of the hearing. The candidate will be expected to be accompanied by a parent/guardian. The teacher and candidate will each be given the opportunity at a hearing to hear the other's submission to the panel.

The panel will comprise at least two independent members (Senior Staff or a Governor) who have not previously been involved with the case. The Head of Department will also be present at the hearing.

The school will maintain a written copy of all appeals. This record will include the outcome of the appeal and reasons for that outcome. The school will send a copy to the candidate and parent/guardian within 7 days of the hearing.

In the event of the appeal taking place after marks are submitted to the Awarding Body the school will inform the Awarding Body within 7 days of an appeal of any change to an internally assessed mark as a result of an appeal. The documentation relating to appeals will be available to the Awarding Body on request and as part of the Awarding Body's inspection arrangements.

No appeal can be submitted more than 14 days after the issue of results by the Awarding Body concerned.