



## **School Policy 19f - Exam Appeals Policy**

### **Centre No: 14302**

Governors Committee Responsible for the Policy:	Curriculum
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Date Approved:	16 <sup>th</sup> October 2016
Recommended Review Period:	Annual
Headteacher/Head of Centre:	Mr R Parrish
SLT member:	Nr N Hart
Exams Officer	Mrs L Garrod

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

Archbishop Tenison's CE High School is committed to ensuring that whenever its staff assesses students' work for external qualifications; this is done fairly, consistently and in accordance with the specification for the qualifications concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The School is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of 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 his/her work, then he/she 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 school for moderation by the awarding body.

This procedure is available from the Exams Office.

1. Appeals should be made as early as possible and at least two weeks before the end of last externally assessed paper in the examination series (eg the last GCE written paper in the June GCE exam series).
2. Appeals should be made in writing by the candidate's parents to the Examination Officer who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.
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. If the candidate is not happy with the written report they have received, they may request a personal hearing before an appeals panel. This must be within two working days of receipt of the written reply to the original appeal.
6. The appeals panel will consist of a member of the Senior Leadership Team, a Head of Department and a Governor
7. 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 the School and is not covered by this procedure. If you have concerns about it, please ask the Exams Officer for a copy of the appeals procedure of the relevant Awarding Body.

### **Appeals against External Assessment Marks**

Each Awarding Body publishes procedures for appeals against its decisions, and the Exams Officer will be able to advise students and parents of the procedures.

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, coursework, practical assessment, etc) a clerical check or remark may be requested via the Exams Officer. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee.

The decision as to whether to support such an enquiry will be made by the School on the basis of several factors, including knowledge of the exam system and professional judgement. Appeals may only be made against the processes that lead to the assessment and not against the mark or grade submitted by the centre moderation.

### **Statement for Students**

If at any stage you have any concerns about procedure used in assessing your internally marked work or public exams (coursework, projects, portfolios etc) you should see the Exams Officer as soon as possible.