

Shoeburyness High School



INTERNAL ASSESSMENT APPEALS POLICY

FEBRUARY 2018

Status : Recommended

Next revision due : February 2021

Reviewed and monitored by : Deputy Headteacher

Signed by:
Chair of Local Governing Body

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Shoeburyness High School is committed to ensuring that:

- internal assessments include all controlled assessments and portfolio tasks and are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through internal standardisation as necessary;
- staff responsible for internal standardisation should attend any compulsory training sessions.

Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- the candidate will be informed of the mark(s) awarded. The candidate may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- the candidate must request an appeals form from the School's Examination Officer and submit it within 7 days of receiving the assessment mark.
- the enquiry into the internal process will normally be led by the Examinations Officer and the Head of Department provided that neither has played any part in the original internal assessment process;
- the teacher marking the assessment will be able to respond to the appeal in writing, and a copy will be sent to the candidate.
- the enquiry will consider whether the candidate's mark is consistent with the standard set by the centre, and/or procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The candidate will be informed in writing of the outcome of the appeal, including:

If the candidate is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two

persons not previously involved, normally the Head Teacher and a member of the Governing body.

Enquiries About Results

In cases of Enquiries About Results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out. Please be aware that a candidate's mark may go down as well as up.

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.