

# **Strathearn School : GCSE and GCE Internal Assessment**

## **Appeals Procedure**

‘Internal Assessment’ refers to assessment carried out by a pupil’s teacher rather than an external examiner. The examination boards publish guidance to be followed for internal assessment in each subject and this guidance is closely followed by teachers in making their assessments. The assessments are then checked by moderators, who are appointed by the examination boards to ensure that the guidance has been followed correctly.

If you are unhappy with any aspect of internal assessment :

0. You should first discuss the problem with your teacher.
0. If you are still unhappy, your teacher will arrange for you to discuss the problem with the Head of Department or Teacher in Charge of the subject.
0. If you are still unhappy, you should then lodge an appeal in writing with Dr McCullough.

An appeals panel of at least three people will consider the appeal and inform all parties in writing of the outcome of the appeal and the reasons for their decision. The consideration of the appeal will follow the Guidance for Centres as issued by the Joint Council for General Qualifications. A copy of the Guidance is attached to this notice.

The appeal will be considered and resolved by the end of June in the year of the relevant examination.

February 2004