



Internal Appeals Procedure for Internal Assessment

Information for Parents and Students

The GCSE, GCSE in vocational subjects, GCE and VCE Code of Practice produced by the Regulatory Authorities has been designed to promote quality, consistency, accuracy and fairness in assessment and awarding. Awarding bodies have agreed to implement the Code of Practice in full.

Notification of Coursework results

Teachers will inform students of the results in class and students are permitted to see the marking and mark sheets for each piece of coursework.

If you are unhappy with an aspect of internal assessment:

- ❖ You should first discuss the problem with your teacher.
- ❖ If you are still unhappy, your teacher will arrange for you to discuss the problem with the head of Department / Teacher in Charge of the subject.
- ❖ If you are still unhappy, you should then lodge an appeal in writing with Mrs Connery.

Notification of Appeal by student

Students will then have a period of 2 weeks from the dispatch of the Coursework report from which they can make an appeal about a coursework mark.

Students must fill in the 'Student Appeal Application' form and must give it to Mrs Connery.

What are the Grounds for Appeal?

The Code of Practice for External Examinations has put a responsibility upon the Awarding Bodies to require centres offering their examinations to commit themselves to ensure that 'publishing appeals procedures relating to internal assessment decisions are made widely available and accessible to all candidates.'

As a result, if you feel that you have adequate grounds for complaint about a particular mark or result you have obtained for a piece of coursework you can make a formal complaint that will be investigated fully within the school to ensure that you have been assessed in a fair and consistent manner.

Appeals Procedure Summary

1. Appeal will be delivered to Mrs Connery by student or parent of a student before published deadline.
2. Mrs Connery, as Vice Principal, has been appointed by the Principal to manage internal appeals. She will inform the Principal of the existence of an appeal.
3. Mrs Connery will convene an Appeals panel to meet which will be not less than 3 people and will include the class teacher involved and the Head of Department.
4. The candidate, with or without the assistance of a representative (parent/guardian/friend), may present their case to the panel either verbally, or more normally in writing via the application form provided.
5. Candidates are permitted access to the following information:
 - *The marks awarded to them by the centre for this piece of work.*
 - *All comments recorded by the centre relating to their internally assessed work*
 - *Any correspondence between the centre relating to their internally assessed work*
 - *Information, if available at the time of the appeal, as to whether their work was sampled by the Awarding Body*
 - *The moderated mark given to the work by the Awarding Body, if known*
 - *Relevant awarding body procedures for the conduct of internal assessments*
6. A written record and minutes of every discussion pertaining to the appeal will be kept on file.
7. Students will be informed in writing of the result of the appeal, including the reasons for the outcome and details of any action taken.

Exam Appeals Panel Procedure

The purpose of the panel meeting is to establish whether or not the proper marking and moderation procedures have been put into place, and to assess whether the mark produced was a fair and accurate representation of the application of these procedures.

The following procedure will be observed at the meeting.

1. The Chair will introduce the meeting by describing the procedures which will be followed.
2. The applicant's case will be put to the panel and any witnesses called as appropriate.
3. The panel will have the opportunity to ask questions of the appellant and any witnesses (if present).
4. The teacher/representative of the teacher will be allowed to put their case, calling upon any witnesses as appropriate.
5. The teacher will spell out the following information:
 - *How was the coursework marked?*
 - *What guidance/training has the teacher received to mark this coursework?*
 - *What procedures were put into place to moderate and standardise the student's work within the class and across the department?*
6. The panel will have the opportunity to ask questions of the teacher and any witnesses.
7. The appellant and any witnesses, if present, will leave the meeting and will be informed of the decision in writing within 5 working days.
8. The panel will deliberate in private and will either confirm the original decision or uphold the appeal. If the appeal is upheld, the department involved must modify the candidate's mark and inform the exam board concerned.
9. Full details of the appeal will be held on file by the Exams Officer and by the Head of Department concerned, and are to be made available to the awarding body on request.

Please note that the panel will **NOT** be asked to rule on the level of help that a teacher has given or not given to a student for the completion of a piece of work. This is not grounds for appeal.

STUDENT APPEAL APPLICATION

Student Name: _____

Subject: _____

Level: GCSE

AS

A2

Assessing Teacher: _____

Description of coursework piece:

Assessed mark by teacher _____ out of _____

Why are you appealing this mark?

Signed _____ (candidate)

Signed _____ (parent) Dated: _____

Office use only

Date appeal received _____ Outcome dated: _____

Date First Panel Meeting _____ Outcome: _____