

St Augustine's RC High School



Internal Assessment Appeals Policy & Procedures

This policy is due for review in February 2016

INTERNAL ASSESSMENT APPEALS POLICY AND PROCEDURE

St. Augustine's RC High School

St Augustine's High School is committed to ensuring that

- internal assessments 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 attend any compulsory training sessions

After work has been internally assessed, it is then moderated by the Awarding Body to ensure consistency between Centres. Such moderation may change the marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure.

If a student has a concern with the process of internal assessment in relation to his or her work, he or she may submit a complaint for consideration by the Examinations Appeal Committee. Note that an appeal may only be made against the process that led to the assessment and not against the mark or grade.

The existence of this procedure is made known to students by the Examinations Officer who will ensure that it is updated annually and a copy will be placed on the school website.

It is expected that a formal appeal will only be made when the normal avenues for discussion between candidates/carers/teachers and the Head of centre have failed to resolve the matter. This procedure will be the final stage in the normal process of considering and resolving disputes and it is expected that it will only be used in exceptional circumstances.

The parent or guardian must make the appeal in writing to the School's Examinations Officer at least two weeks before the date of the last externally assessed paper of the series.

The enquiry into the internal process will normally be led by the Examinations Officer. The Exam Officer will co-opt two other members to form an Appeals Committee; these will normally be a school governor and a member of the School Leadership Team, provided that they have not played a part in the original assessment process. In this case a suitable replacement will be found.

The Examination officer shall be responsible for convening the Committee, arranging for administrative assistance and for the distribution of the Committee's decisions. The Examination Officer shall be responsible for disseminating information about these procedures as well as advising the Headteacher of the existence and outcome of any appeal.

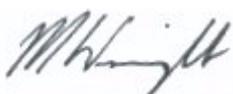
There will be an opportunity for the teacher(s) concerned in making the assessment, which is the subject of the appeal, to see a copy of the appeal and to respond to this in writing, with a copy sent to the candidate.

The appeals procedure will allow the candidate bringing the appeal to have an opportunity to have a personal hearing if they are not happy with the written response they have received. A candidate will be given reasonable notice of the hearing date; they should have sight of all relevant documents (e.g. the marks given, the assessments made) to the case in advance of the hearing. Where a candidate is a pupil in school, they should be accompanied by a parent / carer. The teacher(s) and candidate/ parents will have the opportunity to hear each other's submission to the panel at the hearing.

The Committee will decide whether the process used for the internal assessment conformed to the requirements of the Awarding Body and the examinations code of practice of the QCA. This will be done before the end of the series. (Currently the end of June for the summer series).

The centre will maintain a written record of all appeals. This record will include the outcome of an appeal and reasons for that outcome. The Candidate will be informed in writing of the outcome of the appeal, including any correspondence with the Awarding Body, any changes made to the assessment of the relevant internally assessed work, and any changes made to the internal assessment procedure in the relevant subject. The outcome of the appeal will be made known to the Headteacher.

The Exam Officer will inform the Awarding Body if there is any change to an internally assessed mark as a result of an appeal. Any internal dispute or appeal against an internal assessment decision must be resolved speedily, since Awarding Bodies' cannot change the dates on which certificates are printed and issued.



**Head of Centre
February 2015**

