



# **Appeals against Internal Assessment for External Qualifications policy**

**Created:** September 2013 by Lauren Higgins, Proprietor

**Reviewed:** January 2019 by Nicole Bradley, Headteacher

**This policy is to be reviewed: January 2020**

**Contacts:** Nicole Bradley

Blue Skies School

01634 357770

[lauren@blueskiesschool.co.uk](mailto:lauren@blueskiesschool.co.uk)

# Blue Skies School Appeals against Internal Assessment for External Qualifications Policy

## Aims

It is the responsibility of everyone involved in the school's exam processes to read, understand and implement this policy.

This policy will be reviewed annually.

This policy will be reviewed by the Head of School and the Exams Officer on an annual basis.

## 1. Assessment responsibilities

Blue Skies School is committed to ensuring that whenever their staff assesses student's work for external qualification; 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.

## 2. Appeals procedure

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.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June exam series).
2. The candidates parents/guardian must make the appeal in writing to the Exam 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 JCQ.

4. The candidate 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 senior member of staff and the Head of School. The candidate will be given at least two days notice of the hearing date and will be given a breakdown of the marks awarded in advance of the appeal. The candidate (plus a parent/guardian if requested) and teacher(s) involved will be present at the hearing.
7. The outcome of the appeal 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.

### 3. External moderation

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. This is outside the control of Blue Skies School and is not covered by this procedure. Each awarding body has its own appeal procedure, which is available from the Exams Officer.

<b>Signed:</b>	<b>Print Name:</b>
<b>Position:</b>	<b>Date:</b>

<b>Signed:</b>	<b>Print Name:</b>
<b>Position:</b>	<b>Date:</b>