

Examination Internal Appeals Policy

Approved by RET Board

Approved on July 2017

SLT contact Headteacher

Revision due Every 2 years



1. Scope

- a. This policy applies to Internal and Controlled Assessments for Qualifications with English Awarding Bodies (GCSE, GCE, AVCE, GNVQ, Key Skills, Other qualifications within the National Qualifications Framework)

2. Principles

- a. In accordance with the Code of Practice for the conduct of examinations, this 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 internal assessment is secured through internal standardisation
 - staff responsible for standardisation have been properly trained
 - the School will comply fully with the Joint Council guidelines.

3. Guidance for Students

- a. If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects), then you **MUST** initially discuss this with your tutor, the teacher concerned, and/or the relevant Subject Coordinator. Hopefully this will resolve the issue
- b. If the matter is not resolved then you should see the Examinations Officer as soon as possible to discuss whether a formal appeal could be made. Any appeal is very much a last resort, and a request for an appeal will not be accepted unless these other avenues have first been explored. It is expected that appeals will be extremely rare
- c. An appeal would be very weak if you have not kept to the agreed deadlines (unless this is what the appeal is about), or you have not tried to sort it out within a fortnight of the problem arising. You may not appeal against any mark that has been awarded unless you think that this has been because of a procedural error, and you must be able to identify the procedural error.

4. Appeals

- a. Appeals may be made to the School regarding the procedures used in internal assessment, but not against the actual marks or grades submitted by the School for moderation by the Awarding Body
- b. A student or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the School before the end of the exam season in question. In the summer, for example, the appeal must be lodged in sufficient time for the matter to be dealt with before the end of the Summer Term, but should in reality be lodged much earlier
- c. On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and a member of the School's Senior Leadership Team (the Headteacher, Deputy Headteacher or an Assistant Headteacher.) This will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body
- d. The School would encourage the candidate to be supported by a parent, guardian, or friend in the presentation of their case. The appeal decision will be recorded and filed

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- e. The candidate will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken further to protect the interests of the candidate(s).